DOCUMENT RESUME

ED 116 595 HE 007 266

TITLE	Faculty Handbook. California State University, Fullerton.
INSTITUTION	California State Univ., Fullerton.
PUB DATE	1 Aug 73
NOTE	131p.
EDRS PRICE	MF-$0.76 HC-$6.97 Plus Postage
DESCRIPTORS	Administrative Organization; *Administrative Policy; *College Faculty; Educational Objectives; Fringe Benefits; Governance; Grievance Procedures; *Higher Education; Leave of Absence; *Personnel Policy; Special Services; *State Universities
IDENTIFIERS	California State University Fullerton; *Faculty Handbooks

ABSTRACT

The 1973 faculty handbook for California State University, Fullerton covers: (1) the history, governance, and organization of the university; (2) selection and appointment of faculty; (3) compensation; (4) absences from work; (5) grievance procedures and disciplinary action procedures; (6) retirement and dismissal; (7) instruction; and (8) business and management services. (Author/KE)

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FACULTY HANDBOOK

California State University Fullerton

HE 017 264

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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INTRODUCTION

This handbook has been compiled in order to provide assistance to those individuals concerned with policies which affect the activity of the academic employee at California State University, Fullerton. The handbook is to be used in conjunction with the University Catalog and the University Policy Statements (UPS), issued by the Faculty Council Office. All three of these publications are available at no cost to each academic employee. The complete set of University Policy Statements may be added to the handbook in an appendix fashion.

USE

The handbook is printed on three-hole punched paper in order that individual pages may be added or deleted at any time. The content of the handbook is divided into eight sections, each section preceded by a table of contents which identifies every subject within that section.

Where possible, the source of a statement used in the handbook is identified. The following codes and abbreviations are used throughout the handbook to identify sources of information or policy statements:

T5: Section..... California Administrative Code, Title 5
E.C.:Section..... California Education Code
FSA (Year-Number)... Faculty & Staff Affairs Memo, Office of Chancellor
L (Year-Number)..... Legal Opinion, Office of the Chancellor
Exec. Order..... Executive Order, Office of the Chancellor
AAC..... Academic Affairs Council, California State University, Fullerton
PC..... President's Cabinet, California State University, Fullerton
UPS..... University Policy Statement, Faculty Council Office, California State University, Fullerton

Copies of these codes, documents and memos are on file in various offices on campus including the Office of the Vice President, Academic Affairs, the Office of the Business Manager and in the Special Collections Room of the Library.

UPDATING

Users of the handbook are encouraged to offer their suggestions for modifying future editions by using the "Notice of Errata" sheet which follows.

_____
Date

NOTICE OF ERRATA

TO: Office of Academic Administration, Science 136
Faculty Handbook

FROM: _____
Name

_____
Department

NATURE OF ERRATA (eg. ADDITION, DELETION, UPDATE, REWRITE, etc.)_____

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HANDBOOK SECTION: _____

REFERENCE(S) FOR NOTICE OF ERRATA (eg. CODE, MEMO, etc.). PLEASE BE AS SPECIFIC AS POSSIBLE: _____

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OTHER COMMENTS: _____

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8-1-73

HISTORY, GOVERNANCE AND ORGANIZATION (100.000 - 199.999)

SECTION	TITLE
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HISTORY, GOVERNANCE AND ORGANIZATION (100.000 - 199.999)

100.000 Nature of the State University and Colleges.

The California State University and Colleges System consists of nineteen institutions with an enrollment in excess of 200,000 full and part-time students, is the largest system of higher education in the United States. It had its origin in the State Normal Schools, the first of which was established over one hundred years ago for the purpose of training elementary teachers. In recent years the State campuses have changed greatly and broadened in character and service. They continue to prepare a large portion of the elementary, secondary, and community college teachers and administrators needed in the ever-expanding school systems in California and elsewhere. Beyond this, by legislative authorization, they have become broad liberal arts and professional educational institutions of high quality and significance.

The liberal arts curricula are intended to develop student understandings in accordance with the traditional undergraduate philosophy of American colleges and universities. The technical and professional programs prepare students for careers in many fields. This curricular expansion has built a nationwide reputation for the California State University and Colleges System and has led to the offering of master's degrees in many fields.

Prior to July 1, 1961 the State campuses were centrally administered through the Division of State Colleges and Teacher Education of the State Department of Education. The State Board of Education was the governing body. All supporting revenue was appropriated to each college and expended with the approval of the State Departments of Education and Finance.

During 1959 and 1960, an intensive and extensive Statewide study resulted in a "Master Plan for Higher Education", a plan which was largely put into law by the California Legislature in the 1960 and 1961 legislative sessions, primarily through the Donahoe Act. As a result, control over the State campuses was transferred July 1, 1961 to a new body, - The Trustees of the California State University and Colleges. Central administrative authority is delegated to the Chancellor, appointed by the Trustees.

The Donahoe Act completely restated the functions of the State campuses in the light of their recent growth and development and future potential. The Education Code, section 22606, and the Administrative Code, section 40,000, provide as follows: "The primary function of the State campuses is the provision of instruction for undergraduate students and graduate students through the master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession...The doctoral degree may be awarded jointly with the University of California. Faculty research is authorized to the extent that it is consistent with the primary function of the CSUCS and the facilities provided for that function."

Within the broad framework of board policy and control, each college possesses considerable individuality and autonomy. Approved curricular programs vary among colleges, although administrative procedures and controls are fairly uniform and common basic standards are prescribed by the Trustees and administered by their executive office. Because of the transitional and developmental nature of the period through which the State campuses are passing, many details of procedure and policy are yet to be evolved, or modified by the Office of the Chancellor. All those associated with the State University and Colleges who have devoted so much effort to secure the approval and implementation of the new plan and structure, anticipate an even finer era of opportunity for growth and quality for the State campuses.

101.000 Governance of the State University and Colleges.

101.100 The Coordinating Council of Higher Education. Pursuant to the recommendation of the Master Plan, the Legislature established a Coordinating Council for Higher Education, an advisory board composed of three representatives each from the University of California, the California State University and Colleges, the public community colleges, the private colleges and universities in the State, and the general public. The Coordinating Council has a director who serves as its chief administrative officer. The Council advises the governing boards of the institutions of public education, reviews the annual operating budget and capital outlay budget requests of the University and the California State University and Colleges, makes recommendations concerning the differentiation of functions among the various segments of public higher education, and develops plans for the orderly growth of public higher education in California.

101.101 The Board of Trustees. The Legislature further implemented the Master Plan by resting the governance of the California State University and Colleges in a body corporate, known as "The Trustees of the California State University and Colleges". This board is composed of four ex-officio members, the Governor, the Lieutenant Governor, the Superintendent of Public Instruction and the Chief Executive Officer of the California State University and Colleges appointed by the Trustees, and 16 persons appointed by the Governor. The Speaker of the Assembly meets with the board and participates in its work.

101.102 The Chancellor. The chief executive officer of the California State University and Colleges is the Chancellor appointed by the Board of Trustees. The Chancellor is directly responsible to the Trustees for the administration of the campuses. He is assisted in his duties by the Executive Vice Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Business Affairs, the Assistant Chancellor for Faculty and Staff Affairs, and the State College Dean for Institutional Research.

101.103 The Chancellor's Council of State College Presidents. The Chancellor's Council of State College Presidents acts as an advisory group to the Chancellor. The Council evaluates proposed programs and policies prior to their submission to the Board of Trustees through the Chancellor. The Council is also involved in the implementation of all policy decisions affecting the campuses and thus in the formulation of workable programs and means for the application of policy. The Council normally meets once a month.

101.104 The Academic Senate of the California State University and Colleges. The Academic Senate of the California State University and Colleges serves as the official voice of the faculties of the California State University and Colleges in matters of system-wide concern; considers matters concerning system-wide policies and makes recommendations thereon; and assumes such responsibilities and performs such functions as may be delegated to it by the Chancellor or the Trustees of the California State University and Colleges. All recommendations of the Academic Senate of the California State University and Colleges are addressed to or through the Chancellor. The Constitution of the Senate was ratified by the faculties of the California State University and Colleges on February 1, 1963, and approved by the Board of Trustees of the California State University and Colleges on March 8, 1963.

102.000 History of California State University, Fullerton.
California State University, Fullerton was established by act of the Legislature under terms of Chapter 1681 of the Statutes of 1957. Chapter 1681 also included an initial appropriation of $1,650,000 for site acquisition and construction.

The Public Works Board, after a study of nineteen possible sites in Orange County, on March 13, 1958, selected 161 acres, located in the northeast section of the city of Fullerton. The original acreage has since been augmented and the site now consists of 225 acres. The University is located within five miles of 60% of the industry and within ten miles of 70% of the population of Orange County, one of the fastest growing counties in California and the center of a large segment of the electronics and aerospace industries.

The appointment of Dr. William B. Langsdorf was approved by the State Board of Education on January 16, 1959. With a small staff, he began planning in March 1959 for the opening of the new campus.

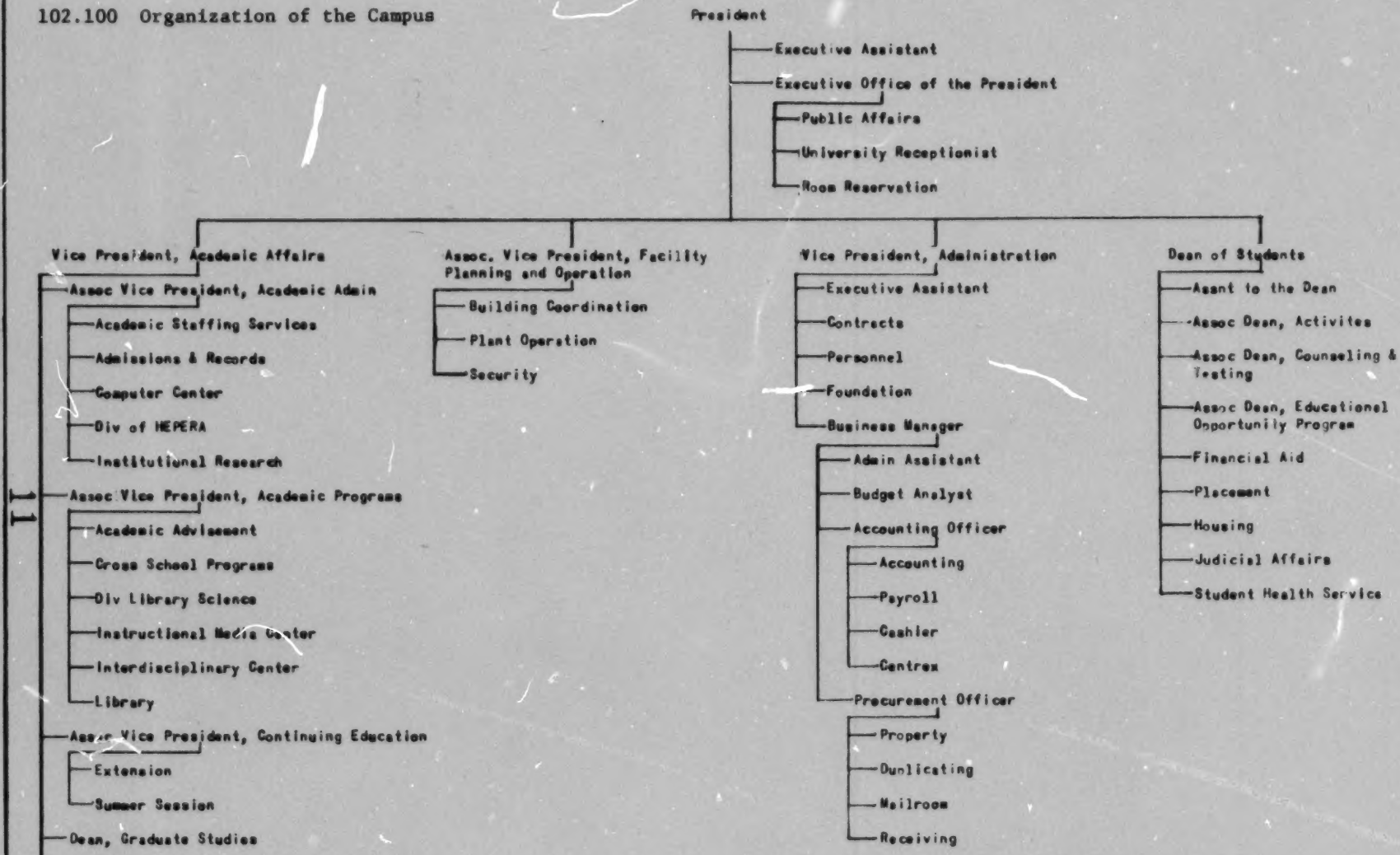
In September 1959, the campus offered its first classes in temporary quarters, leased from the Fullerton Union High School District. It graduated five seniors in June 1960. 1960-61 was the first year during which the campus provided broad offerings, enrolling over 1200 students, taught by 46 full-time and a number of part-time faculty. The entire operation of the campus was carried on in twelve temporary buildings which had been constructed on the campus. One June 11, 1961, 94 received the baccalaureate degree.

In August 1963, the first permanent building, planned ultimately for a Science Building, was completed at a cost of approximately $10,000,000 equipped and landscaped. The Music-Speech-Drama Building and Gymnasium were completed in 1965. The Library-Audio-visual Center was completed in 1966; College Commons, 1967: Art, 1969; Humanities-Social Sciences, 1969; Administration-Business Administration Building, 1971; Engineering, 1972. Additional buildings are planned for the future. The campus design is based on the high-rise principle.

On May 26, 1971, Dr. L. Donald Shields, who had served as acting President for seven months, was appointed the second President of California State University, Fullerton. Under his presidency, five task forces subsequently were established to plan for the formation of a school of applied and professional studies; to explore opportunities for external degree, extension and continuing education programs; to study form and function for a learning resources center; to develop a long-range plan for the establishment of university priorities and the allocation of available resources; and to analyze the university's academic and administrative organization in terms of its structure and processes. President Shields also has vigorously pursued creating more effective working relationships with the community. California State University, Fullerton is looking forward to increasing the contribution it may make in the work ahead. This institution already is rethinking and improving the quality of its part in higher education so that people will have more freedom to shape and create the sort of future they value and that is possible with the resources and knowledge that man now has.

On November 29, 1971, the Governor signed into law Assembly Bill 123 which created the California State University and Colleges, thereby redesignating the system previously known as the California State Colleges. This legislation provided legal recognition that the California State Colleges have achieved the status of universities in their first decade as a unified system of higher education.

102.100 Organization of the Campus



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103.000 Faculty Council. The Faculty Council is an elected body formed to advise the President on curricular development, policies governing both faculty and student life on this particular campus, and on those facets of administrative detail which directly affect orderly growth.

103.100 Composition. The Council consists of 47 persons: 35 faculty divided into two classes -- 15 at-large members elected for three-year terms and 20 constituency members elected for two-year terms; three academic senators (who serve as representatives to the State-wide Academic Senate); seven students elected by the Associated Students Senate; the Chairman of the Staff Council; and the President of the University.

103.101 Governing Documents. The Council is guided in its conduct by the Constitution (UPS 100.000) and the By-laws (UPS 100.001). The Constitution contains very broad stipulations about membership, method of election, names and composition of standing committees, procedure for amending the consitution. The By-laws are more specific, containing details about functions of committees, how often the Council should meet, how documents are numbered --procedural rulings.

103.102 Committees and Boards. The fifteen standing committees vary in size and composition. Faculty members are elected by the Council; students are appointed by the AS President. Names of nominees are circulated in advance of the election meeting to give all faculty an opportunity to see whether the "right" people have been nominated and to give them an opportunity to suggest others to be nominated (by the constitutuency representative). An attempt is made to balance academic areas, general philosophy, experience on this or another campus, and to select those whose personal interests best suit the function of the particular committee.

Committees elected to serve one specific purpose (i.e., search committees for academic-administrative appointments, committees to investigate a specific problem area) are called ad hoc committees and differ greatly from the standing committees. Standing committees must include at least one member of the Council; ad hoc committees need not. Membership on all standing committees except Personnel is for a two-year term; membership on an ad hoc committee may be for one month or as many months as it takes to accomplish the purpose. Standing committees are required to file annual reports with the Faculty Council Office; ad hoc committees may write reports, or may be so structured that their action constitutes a report (i.e., recommendation to the President of three top candidates for an administrative position).

The Faculty Council meetings are generally open to anyone who wishes to attend, including the press. Committee meetings, with the exception of Personnel, are also open to everyone including the press except when in what may be termed "executive session".

103.103 Formation of Policy. An FCD (Faculty Council Document) may originate with an individual who has some concern about student behavior or welfare, faculty rights or responsibilities, a notion about curriculum. More likely, the Council will have assigned a problem to the standing committee into whose area it naturally falls. The committee debates the problem, drafts a document and has it typed for distribution. The Council MAY approve the document as drafted, but probably will approve at least one amendment to the document. The professional secretary in the Council Office transmits the original document with amendments entered in red ink to the President for his consideration. He will approve the document as submitted to him or approve it with certain stipulations or reject it in its entirety. In either of the latter two cases, the document goes back to the Council and possibly back to the originating committee for renegotiation, then back to the President. Only when the document has been approved by both the Council and the President does it become policy. Faculty Council does NOT reissue an FCD in amended form. If there is no policy concern, you will know of the amendments only by reading the minutes of the meeting. If the document does involve policy, it will be reissued as a University Policy Statement with a numbering system derived from the Dewey Decimal system developed for library usage. UPS documents should be kept, should be studied, and should be referred to for they contain many of the rules by which faculty and students live. The only policy which originates as an FCD but does not get reissued as a UPS is catalog copy. All information in the Catalog is University policy.

104.000 Delegation of Authority at California State University, Fullerton
(memo: President Shields, 9/8/72)
The following line of authority exists during the absence of the President from the campus:

Dr. Miles D. McCarthy	Vice President, Academic Affairs
Dr. Ivan Richardson	Vice President, Administration
Dr. T. Roger Nudd	Dean of Students

SELECTION/APPOINTMENT (200.000 - 299.999)

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SELECTION/APPOINTMENT (200.000 - 299.999)

SELECTION

200.000 Nature of the Faculty (T5:43711)

The faculty of each State University or College shall consist of specialists qualified to give the instruction in each authorized curriculum. The doctorate or equivalent attainment shall be the desirable qualification for appointment to a faculty position. Equivalent attainments may be accepted:

a. in those fields where the doctorate is not common, and
b. in vocational fields where experience may be substituted for academic training.

200.100 Statement of Professional Responsibility

See UPS 230.000

201.000 Consultative Procedure (T5: 42701)

It is the policy of the Trustees that faculty be consulted on academic personnel matters. Each campus shall develop campus-wide procedures* whereby only members of the faculty who are tenured, and such department chairs and academic administrators as the campus procedures shall provide, may participate at any level of consideration in the deliberations or vote on recommendations relating to appointment, retention, tenure, or promotion of faculty. The campus-wide procedures shall be consonant with the regulations, policies and procedures of the Board of Trustees and the Chancellor and shall be approved by the campus President.

201.100 Faculty Constitution

See UPS 100.000

201.101 Faculty Council By-laws

See UPS 100.100

202.000 The Process of Recruitment (UPS 210.000:6.1 - 6.6)

The process originates at the department level to be forwarded through administrative channels to the campus President. The major elements in this process are recorded in UPS 210.000, 6.1 - 6.6.

* These are called the University Policy Statements. They are published and distributed by the Faculty Council Office and should be attached to the back of this Handbook.

202.100 Recruiting Procedures for Academic Personnel
FSA 73-11: 72-12; 70-13)

When a present or past academic employee at one state campus transfers or otherwise seeks employment at another state campus, the President (or appropriate administrator) at the gaining campus should contact the President (or appropriate administrator) of the former campus with respect to the performance of the individual concerned while at that institution. This is intended to apply to all academic appointments, whether full-time or part-time.

202.100:A Submission of Request for Additional Faculty

See UPS 210.000:6.1

202.100:B Allocation of Positions

See UPS 210.000:6.1

202.100:C Implementation of Search

See UPS 210.000:6.3

202.100:D Procedures for Search Committees

See UPS 210.500

202.101 Transportation Expenses for People Called for an Interview
(Board of Control Rules Sec. 719; BP 66-11; BP 69-72)

Reimbursement of actual transportation expenses will be allowed in an amount not to exceed one round trip air coach fare, plus applicable tax thereon, between the place from which the applicant is called to the place where the interview is held, within funds appropriated. If an applicant is called from outside the boundaries of the United States, reimbursement shall apply only to that portion of the fare for travel within the United States.

It is legislative intent that the applicant bear some of the cost of the interview expense. No per diem is to be paid to candidates called for an interview. Interview expense will be payable for class and rank positions, the University Librarian, Deans, Vice Presidents and Presidents. Candidates should be advised of the reimbursement procedure before they appear for interview.

202.102 Interview Expense with Respect to Candidates Already in the Employment of the State of California

On-campus interview funds may not be used to reimburse a candidate who is already employed by the State of California.

202.103 Moving Expenses (FSA 64-10; L63-252; L64-47)

The California Administrative Code (Chapter 1, Div. 2, Title 2) authorizes payment of moving expenses with respect to appointments from one state campus to another.

a. Promotion need not be involved.
b. The appointment must be for the advantage of the State.
c. If no moving expenses are to be paid, this must be made known in advance.

Since monies for moving is a line item in the budget, in any given year there may be no funds available for moving expense.

202.104 Guidelines Regarding Evaluation of Foreign Degrees (FSA 71-41)

Contains an outline of proposed policy guidelines for the evaluation of foreign degrees held by California State University faculty members.

202.105 Affirmative Action

See UPS 210.100

APPOINTMENT (T5:42702)

206.000 Development of Appointment Procedures

See UPS 210.000:6.4 - 6.5

207.000 Delegation of Authority (Memo: Vice President McCarthy 2-10-72)

The campus President, or his designee, after consultation with representatives of the Faculty Council, shall make all appointments to the positions of Vice President and Dean. Furthermore, the campus President shall make all appointments of administrative and non-academic employees.

For the appointment of:	The Authorizing Officer is:
Department Chair or Acting Chair.....	Campus President
Department Chair pro-tem.....	Dean of the School
Department Vice Chair.....	Dean of the School
Faculty through Assistant Professor....	Dean of the School
Faculty above the rank of Assistant Professor	Dean of the School with consultation and approval of the Vice President, Academic Affairs
Leaves.....	Campus President
Staff and Support Positions.....	Vice President, Administration

208.000 Office of Faculty Records (Staff Handbook: 110)

The Office of Faculty Records is the official repository for documents and correspondence for full-time teaching and administrative faculty. It has responsibility for documentation pertaining to employment, reappointment, tenure, promotion, leaves of absence, and dismissals, as well as for the compilation of reports on various personnel transactions and of faculty lists for various purposes. The Office prepares and distributes faculty evaluation forms and during the annual evaluation cycle works closely with the All-University Faculty Personnel Committee. It serves as a clearing house and answering bureau on general faculty matters.

208.100 Procedure for Letters of Appointment (Memo: Vice President McCarthy 2-10-72)

All proposed academic full-time appointments and letters of reappointment, tenure and promotion will be prepared by the Office of Faculty Records on direction by, and for signature of the appropriate Dean or Vice President.

209.000 First Day on Campus

On his first day on the campus the new appointee must go to the Personnel Office to attend to the following duties:

a. file an income tax withholding declaration;
b. complete various other forms for payroll and records purposes;
c. be fingerprinted; and
d. take the oath set forth in Article XX, Section 3 of the California Constitution.

209.100 Fingerprinting: Justification (L66-37)

The appointing power of an employee or prospective employee may make any inquiry he deems necessary regarding the employee's or applicant's fitness for a position. Furthermore, there seems to be no legal prohibition whatever which prevents the requirement of fingerprints.

209.101 Oath of Allegiance (65-428)

If the employee does not take the oath due to an administrative oversight, but subsequently takes the oath at the request of the University, the employee is entitled to be paid for all days of service prior to taking the oath. If the employee refuses to take the oath under the same conditions, then the employee is not entitled to any payment for his services.

210.000 Anniversary Date/Effective Date of Initial Appointment (T5:42802)

This is the date from which the employee may be counted when calculating his period of service with regard to such personnel elements as probation, tenure, promotion, etc. For the academic employee, the anniversary date is the first semester of his employment for those benefits measured by semesters of service. For those benefits measured by days of service, the first day on the job is the anniversary date for the employee.

211.000 Types of Appointments (UPS 210.000, 1.1)

All faculty are either:

a. tenured (permanent)
b. non-tenured (probationary)
c. Temporary and/or part-time

The type of appointment depends upon the nature of the position or length of the appointment. Temporary appointments are made when the appointment is less than full-time, less than one year, or it is a temporary appointment such as a leave replacement position, or a special program position supported by funds budgeted for temporary employees. Non-temporary appointments are those where the individual serves a period of probation before becoming eligible for permanent employment. Permanent appointments are made upon completion of satisfactory service during a probationary period.

212.000 Classifications of Positions - University-Wide

Academic Employee: an employee engaged either primarily in instruction who is employed and compensated on the basis of class and rank, or who is in a closely-related activity such as that carried on by professional librarians in a state university.

Administrative Employee: an employee engaged primarily in one or a combination of professional or quasi-professional activities such as management service activities.

Executive Employee: an employee with primary responsibility for the execution of policy and including the Chancellor, Vice Chancellors, and the University Presidents.

Non-academic Employees: an employee who provides non-instructional services such as secretarial, clerical, technical and maintenance.

Academic-Administrative Employee: an academic or an administrative employee at a university or the Chancellor's Office who when serving in a key administrative capacity, planning, organizing and directing activities which relate to the instructional programs and/or participating in policy planning, or an administrative employee who is considered by the campus President and the faculty or the Office of the Chancellor to be closely identified with the total management of the university.

213.000 Academic Qualifications

213.100 Guidelines for determining qualifications of faculty teaching at the graduate level. See UPS 270.103.

213.101 Waiver of qualifications. President has right to waive qualifications required for positions.

214.000 Rank, Class and Step of Academic Positions

214.100 Rank

Each academic appointee is assigned a rank, e.g., Instructor, Assistant Professor, Associate Professor, Professor depending upon his qualifications and experience. The greatest preponderence of academic appointments is made within the last three, "Professor" ranks.

214.101 Faculty Appointments-Distribution by Rank-Limitation of Percentage at Upper Two Ranks (FSA 72-10; FSA 66-19; FSA 73-17; Memo: Vice President McCarthy 11-1-71)

Also known as the "60-40 Rule". A maximum of 60% of the

total instructional faculty should be in the upper two ranks. Computational formulas are outlined in FSA 72-10. (Lecturer positions are all counted in the 40%).

214.101:A Maximum Percentage of Faculty in Each of the Academic Ranks, SCAM 7360.1; FSA 67-20)

The percentage is limited by the State of California in accordance with the State College Administrative Manual as follows:

(a)	Professor	25%	35%
(b)	Associate Professor	20%	25%
(c)	Assistant Professor	25%	35%
(d)	Instructor	15%	20%

214.101:B Advancement Within Rank

See UPS 210.000:1.6

214.102 Class

A class designation is given each academic appointee at the rank of Instructor or higher. Class I is utilized for each faculty member who does not possess an appropriate earned doctorate or its equivalent in terms of professional renown or standing, background preparation, training, or experience, but who does have a degree(s) appropriate to his/her teaching service assignment. Class II is provided for a faculty member who does have an appropriate earned doctorate or its equivalent. Each incumbent of Class II is paid an added salary differential of approximately 5% (one step on the current five-step salary schedule) over an incumbent of Class I at the same rank and numbered salary step.

214.102:A Academic Class

A faculty member's designation in class is largely automatic, based on degrees and the amount of preparation required for each class is as follows:

(a) Class I: Bachelors degree or higher, but less than a doctorate

(b) Class II: Doctorate or equivalent

214.102:B Transfer from Class I to Class II

See UPS 210.000, 1.7 and FSA 66-62

214.103 Step

Within each of the four ranks from Instructor through Professor there are currently five salary steps, each one separated by a differential of approximately 5% from an adjacent step. At the time of hiring, each academic employee appointed to one of the four ranks is assigned to Class I or Class II, and also placed upon one of the five salary steps provided at his Class and Rank. Step placement is a factor not only of the appointee's particular qualification, but also of the demand for faculty in his field or special area, the availability of qualified applicants for the campus involved, and prevailing competitive salaries, regionally and nationally. In recent years, for instance, many if not most of the appointments made at the rank of Assistant Professor have been made at Step 3, chiefly because of the low salary levels of the first two steps in relation to those prevailing elsewhere.

RETENTION, TENURE AND PROMOTION

216.000 Tenure

See UPS 210.000:1.3 and T5:43560 - 43596

216.100 Evaluation of Non-tenured Faculty

See UPS 210.000:1.4

216.101 Length of Probationary Period

New appointments below the rank of Professor must serve four consecutive academic years before becoming eligible for tenure. If granted, tenure is awarded at the beginning of the fifth year.

216.101:A Terminal Year Option (Memo: President Langsdorf: 7/28/70)

If tenure is not to be granted, the fifth or terminal year is granted at the option of the faculty member being terminated as well as at the option of the campus.

216.102 New Appointments to the Rank of Professor

Such appointments may be granted tenure on beginning a second consecutive academic year and shall gain tenure on beginning the third, unless such a year is a terminal notice year.

216.103 Probationary Period for Those Who Transfer Within the CSUC System

One who transfers from another state university or the Office of the Chancellor with tenure is usually granted tenure on beginning a second consecutive academic year. One who transfers from another state university or the Chancellor's Office during his probationary period shall receive credit for not more than two years of that service.

216.104 Service in the Chancellor's Office (T5:43565)

Such service by a probationary academic employee in an academic-administrative assignment in the university or a limited term of service in the Office of the Chancellor shall be counted toward completion of the academic probationary period at the university. Service in the Office of the Chancellor by an academic employee with tenure shall not affect his tenure status in the university from which he came.

216.105 Probationary Period for Faculty Member Appointed from Part-Time Status to Full-Time Assignment: (L 63-146)

216.106 Notice of Provisions Applicable to Probationary Academic Employees

For academic teaching and administrative employees appointed prior to July 1, 1972: T5:43300-303.

For academic employees appointed on or after July 1, 1972: T5:43561-43566.

216.107 Effect of Promotion on Probation and Tenure

An academic employee promoted to a higher rank during probation is credited with service in the lower rank. An academic employee who has gained tenure shall not be required to serve another probationary period on promotion to another rank.

216.108 Academic-Administrative Assignments and Tenure

Though tenure cannot be earned by an academic employee while serving in an academic-administrative assignment, previously earned tenure is retained. Before accepting an academic-administrative assignment, the academic employee should consult with the Office of Faculty Records to establish what his return-to-teaching rights might be and what he must do to insure those rights.

216.108:B Return-to-Teaching-Rights (Also Known as Retreat Rights

There is no explicit policy statement at California

State University, Fullerton regarding return-to-teaching-rights.

On occasion, a faculty member may be asked by the Chancellor's Office, the campus President, or his designee to leave his full-time teaching assignment in order to serve in some administrative capacity either at a campus or at the Chancellor's Office. Such action requires a change in employment status from academic to academic-administrative. The new classification requires a twelve-month assignment.

216.108:C Evaluation of Administrative Officers

Presidential Executive Order 1973.

216.108:D Teaching by Academic Administrators

See UPS 270.000.

217.000 Promotion

See UPS 210.000:1.8

217.100 Jump Promotions

See UPS 210.000:1.9

217.101 Administrative Promotions

See UPS 210.000:1.10

218.000 Criteria for Retention, Tenure and Promotion

See UPS 210.000:2.1 - 2.8

218.100 Basis for Determination

See UPS 210.000:2.1

218.101 Evaluation for Reappointment

See UPS 210.000:2.2

218.102 Promotion

See UPS 210.000:2.3

218.103 Doctoral Degree or Equivalent

See UPS 210.000:2.4

218.104 Preparation of Annual Personnel File

See UPS 210.000:1.2 and UPS 210.000:2.5

218.104:A Campus Policies on Personnel Files
(FSA 72-28; SB 499)

It is hoped that the climate of the total personnel function within each campus will be such as to encourage an adoption of open files by each campus. But this should be a natural and voluntary process, unimposed by legislative process.

218.104:B Personnel Files: With Regard to Employees Who Leave

The personnel file is the property of the campus, kept by the institution pursuant to the employment relationship between the faculty member and the campus. Campus personnel files are public records subject to the laws affecting such records (Ref: Govt. Code Section 6250-6260).

Personnel records are required to be kept by the campus for specified periods of time. This has the effect of precluding the campus disposing of a faculty member's personnel file by giving it to him upon his separation from the campus. (Govt. Code Sec. 14740).

218.105 Evaluation of Teaching Performance

See UPS 210.000:2.6

218.106 Role of Students in Personnel Decisions

See UPS 210.000:2.7

218.107 Evaluation for Promotion to Tenured Ranks

See UPS 210.000:2.8

219.000 Procedures for Recommending Retention, Tenure and Promotion

See UPS 210.000:3.1 - 3.15

219.100 Confidentiality and Security

See UPS 210.000:1.14

219.101 Consonance with Title 5

See UPS 210.000:1.15

219.102 Interpretation

See UPS 210.000:1.16

219.103 Department Personnel Committee

See UPS 210.000:3.2

219.104 School Personnel Committee

See UPS 210.000:3.3

219.105 Temporary Replacement Committee

See UPS 210.000:3.4

219.106 Data Gathering for Personnel Action

See UPS 210.000:3.5

219.107 Basis for Personnel Recommendations

See UPS 210.000:3.6

219.108 Final Decision: Right to Appeal

See UPS 210.000:3.7

219.109 Confidentiality of Annual Personnel File

See UPS 210.000:3.8

219.110 Responsibility of Department Chairs

See UPS 210.000:3.9

219.111 Responsibility of Faculty Member

See UPS 210.000:3.10

219.112 Responsibility of Departmental Personnel Committee

See UPS 210.000:3.11

219.113 Responsibility of Dean in Personnel Action

See UPS 210.000:3.12

219.114 Responsibility of Faculty Personnel Committee

See UPS 210.000:3.14

219.115 Notification concerning Personnel Decisions

See UPS 210.000:3.15

219.116 Reversal of Personnel Decisions

See UPS 210.000:3.16

220.000 Recommended Timetables for Retention, Tenure and Promotion

220.100 Retention and tenure except first-year probationary and terminated probationary

See UPS Appendix A

220.101 Promotion except first-year probationary and terminated probationary

See UPS Appendix B

220.102 Retention, second-year probationary, first cycle

See UPS Appendix C

220.103 Retention, second-year probationary, second cycle

See UPS Appendix D

221.000 Part-time Faculty Appointment

See UPS 210.000:1.5

221.100 Maximum Teaching Load

See UPS 270.105

221.101 Obligation of Part-time Faculty to Provide Student Consultation FSA 73-14

It is important that each campus President take those actions he deems necessary to assure himself that part-time faculty members are making themselves available to their students for consultation.

221.102 Reappointment of Part-time Lecturers

See UPS 210.000:1.5C

222.000 Graduate Assistants

In 1964 the Board of Trustees established the Graduate Assistant job category defined as follows: under close supervision, assists a regular faculty member of the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. The purposes of this position are:

a. to provide graduate students part-time employment offering practical experience in fields related to their advanced study area.

b. to provide professional non-teaching assistance to faculty members.

222.100 Graduate Assistants Minimum Requirements

a. Evidence of outstanding achievement in previous academic work

b. Registration in a graduate degree program in the University

c. Evidence of outstanding subject matter competence

d. Evidence of any additional special qualities necessary to the duties to be performed

222.101 Graduate Assistants (Executive Order 162)
(Memo:Vice President McCarthy 1-11-71)

Full-time or part-time teaching positions may be converted to blanket teaching positions including the establishment of up to four Graduate Assistants for each full-time faculty position subject to funds available. Such conversions will be for not less than one month nor more than one year in duration. In no event will conversions to Graduate Assistants exceed 2% of total faculty positions.

There is no line item budget category for Graduate Assistants. Graduate Assistants are paid from funds budgeted from regular faculty positions generated by the staffing formula. Since Graduate Assistants do not generate units, schools, divisions, and departments assigning positions to Graduate Assistants must make up for the lost teaching units or positions assigned to graduate students by increasing class size or by increasing their teaching units through the use of part-time faculty generating teaching units on the basis of 15 teaching units per full-time equivalent position.

223.000 Emeritus Status

See UPS 261.000

225.000 Appointment of Department Chairs and Vice Chairs

See UPS 211.100

225.100 Establishment of the Class of Department Chair 12-Month
FSA 72-89

225.101 Responsibility of Department Chairs to New Faculty

See UPS 210.000:6.6

226.000 The Employment of Relatives/Nepotism
FSA 73-28; FSA 71-69; FSA 71-19; UPS 210.000:1.12

Upon the recommendation of a departmental recruitment committee and with the approval of the pertinent administrators, the campus President may appoint a close relative of a current academic university employee to a full-time or part-time teaching position. Such appointments should normally be made for reasons of emergency or extenuating circumstances and usually for limited periods of time. Close relatives employed under such circumstances should normally be in different departments of the University. Normally, such employment should not extend to more than one close relative in the University. In general, colleges are advised to use care in the employment of close relatives (son, daughter, brother, sister, mother, father, husband or wife) in the same department. They are cautioned against placing relatives on jobs in which one is:

a. under the supervision of the other

b. in a position of fiscal responsibility with regard to the employment of the other

c. on a committee or in any other position in which one could make decisions or influence the personnel status of the other.

If two support staff members marry both will be assured of continued employment in accordance with existing personnel policies. A transfer will be required at the earliest opportunity if the two work in the same department or in a supervisory relationship. There is no penalty applied if two permanent university academic employees subsequently marry. The general policies with regard to nepotism are not intended to cause the blanket exclusions of close relatives in the same departments.

227.000 Appointment of Persons Who Had Been Dismissed for Cause, to Academic or Administrative Positions (Executive Order No. 158)

The Chancellor assumes jurisdiction in any case in which it is

proposed by a campus to appoint to an academic or administrative position an individual who previously had been dismissed for cause, either from a position in the CSUCS or by any other institution of higher education.

228.000 Employment of Aliens as Professional Librarians for More Than One Year (L 63-87)

State campuses may not employ aliens as professional librarians for more than one year, or for any period as a Chief Librarian.

229.000 Employment of Retirees (FSA 71-87; UPS 600.103)

Public Employees' Retirement System (PERS) and State Teachers Retirement System (STRS) regulations contained in the Government and Education Codes permit the employment of retirees without reinstatement from retirement or loss of retirement benefits under certain conditions. Appointments of this kind are by their nature temporary. Therefore, PERS and STRS retirees should be appointed and reappointed on a month-to-month basis, with faculty appointees being given final settlement payments on a semester basis.

230.000 Employment of Academic Employees by Foundations (FSA 73-12)

Ordinarily, a Foundation reimburses a campus for the portions of an academic employee's time which is devoted to a research or similar project for which the Foundation "purchases" a faculty member's time based on a grant to the Foundation. In these instances, the individual is paid his normal rate of pay. It is contrary to system policy for such an individual to be granted pay considerably in excess of his normal rate of pay for either an academic year or for a 12-month period. Such service does not affect an employee's status with regard to promotion and tenure.

231.000 Service as Lecturer (UPS 210.000:1.5)

Up to two years of service as a lecturer may be counted in the probationary period if appointment to a regular position follows immediately.

231.100 Nature of Position

See UPS 210.000:1.5A

231.101 Reappointment

See UPS 210.000:1.5D

231.102 Status of Lecturers Moved to Class and Rank Positions
Academic Affairs Council, November 1971

a. A campus which moves a full-time Lecturer at the end of his first year of service into a class and rank position may evaluate him as though he had been a first year class and rank probationary faculty member with his year of service counting as one year toward his

normal probationary period of four years for tenure; or

b. a campus which moves a full-time lecturer at the end of his second full year to a class and rank position may consider such a faculty member for retention action under the second year probationary faculty form or he may be considered as in (a) above; or

c. a campus may elect under the new tenure regulations to consider such faculty as new appointments with the option of considering them for tenure after two years if they formerly served two years as full-time lecturer. This is contrary to CSUF policy, thus this option will not be used.

MISCELLANEOUS

232.000 Legal Requirements for the Retraining and Rehabilitation of Disabled State University Employees (FSA 72044)

The campus is required by law to re-employ its injured employees in suitable and gainful employment given the employee's physical capabilities and limitations as attested to by a physician. Furthermore, the campus must notify the injured employee that rehabilitation services are available where disability extends beyond 28 days.

232.100 Change in Employment Status of Disabled Employees T5:Art. 9:Sec. 43400 - 410)

Disabled Employees Eligible for Disability Retirement T5:43400
Dismissal, Demotion and Reassignment T5:43403
Reinstatement Rights T5:43407

233.000 Liability of University Employees (Senate Bill 44,45:1963 - Memo from Don Muchmore, Vice Chancellor, L69-382)

An employee or former employee may request the public entity to defend him against any claim or action against him for any injury due to negligence within the scope of his employment. The request must be in writing and submitted not less than 10 days before the day of the trial. The public entity shall pay any judgement, compromise or settlement. If an employee pays any claim or judgement that the public entity is required to pay, he can recover such money from the entity.

234.000 Collective Negotiation (Memo:Marley, Faculty Council Chair, 10/20/72)

This memo contains the policy statement on Collective Negotiation adopted by the Academic Senate on 10/6/72.

235.000 Outstanding Professor Awards (FSA 72-25; UPS 290.000)

This award is given in honor of a distinguished scholar who has contributed to the stature of the CSUCS because of the outstanding nature of his contribution to his field in terms of teaching, research,

and publication or creative production, which has earned him national or international recognition. Each year two professors are chosen as outstanding members of the CSUCS and are given cash awards for $1000. Each campus nominates one candidate.

236.000 Staff Handbook

For policy statements regarding non-academic employees, one should refer to the Staff Handbook. Copies of the Staff Handbook may be obtained from the Personnel Office.

237.000 Faculty Development Center

See UPS 102.001

238.000 Affirmative Action

See UPS 210.100

239.000 Conflict of Interest (63-140)

A faculty member occupying a twelve-month position may not perform additional work for compensation at the University; for example, he may not teach during summer session for compensation even while on vacation leave. (FSA opinion, 12/66).

Professional services performed in addition to a full teaching load must not be in conflict with the duties of an employee or officer under the jurisdiction of the State Universities as noted in the Government Code, Section 19251. The following are expressly prohibited:

a. The use of state time, facilities, equipment, or supplies at any time for any purpose other than the performance of official business.

b. The performance for compensation other than State salary of any service for any person or public or private agency if such a person or agency performs any action which is subject to review, recommendation or approval by the employee or any of his subordinates.

c. The performance for compensation other than State salary at any time of any service which his duties require him to render.

d. The acceptance of any obligation on the part of an officer or employee which would prevent him from carrying the responsibilities for which he is employed, or the acceptance of any responsibilities which would conflict with the purposes of the University.

e. The engaging in any activity which is contrary to a policy of the Trustees of the California State Colleges and Universities or otherwise inimical to its welfare.

f. The willful violation of any law or any regulation of the Trustees respecting his employment or the performance of his duties.

239.100 Conflict of Interest - "Disclosure Act of 1969"

"Public Officers" (Department Chairs and up) are required to disclose certain of their financial investments. Disclosure is required only if the individual investment is in excess of $10,000. (See also SAM 7550).

239.101 Faculty Council Position

That the Faculty Council of California State University, Fullerton rejects any attempt to monitor, restrict, or in any way regulate the private lives of faculty members.

240.000 Political Activity (Legal Opinion #64, May 18, 1953 from Joe H. Burkman to state University Presidents)

State University employees are subject to provisions of law relating to elections and political activities applicable to all persons and are included within the provisions of the Government Code respecting support of political activities of any foreign government and the advocacy of the overthrow of the government. As such, the right to engage in politics is a privilege of citizenship which should not be denied State employees in the absence of express or necessarily implied statutory prohibition, or unless the particular activity is harmful to the State Government. No political activity should be engaged in on state time.

241.000 Advocacy (President's Directive 4/11/72)

All faculty are free to participate in picketing, silent vigil, or other demonstrations so long as the (in)activity

a. does not disrupt ordinary foot and/or vehicle traffic, and/or otherwise interfere with the operations of offices and/or the conduct of classes.

b. does not occur in places other than those principally "public" in purpose (e.g., the campus quad, a building's lobby, etc.)

242.000 Attending On-Campus Classes on State Time (Memo: President Shields 9/3/70)

An on-campus course that is clearly job-related may be attended on state time during working hours without loss of pay provided it is offered only during working hours. An employee is permitted to attend no more than one course at a time during work hours and a total of no more than six credit hours per two-year period. If the time comes when employees may not be granted state time off with pay to attend classes intended primarily for self-improvement, an employee may use vacation time or leave without pay for this purpose. He may also be permitted to make up the worktime lost. In any case, the employee should consult with the Personnel Office with regard to all such matters in order to secure the proper forms and clearance.

COMPENSATION (300.000 - 399.999)

SECTION	TITLE
300.000	Establishment of the Academic Year, Semester, and Academic Holidays
300.100	Faculty Workloads
300.101	Work Assignments
301.000	Salary
301.100	Annual Salary for Academic Year
301.101	Salary Plan for Academic Year Faculty Employees
301.102	Checks for Part-Time Faculty
301.103	Pay Periods
301.103:A	Miscellaneous Pay Periods
301.104	Overtime
302.000	Classification of Employees for Pay Plan Purposes
303.000	Salary Warrants
304.000	Holidays
304.100	Black America Day
305.000	Salary Increases After Initial Appointment
305.100	Merit Salary Adjustment
305.101	The "Squiggle" Problem
306.000	Salary Advances
307.000	Terminal Pay
307.100	Effect of "Lump Sum" Payments to Separating Employees
308.000	Employee Benefits
308.100	Public Employees Retirement System
308.101	Basic Health Plans
308.102	Major Medical Insurance
308.103	Insurance Plans
308.104	Life Insurance
308.105	Accidental Death and Dismemberment
308.106	Disability Income
308.107	Unemployment Insurance Coverage for State University Employees
308.108	Workmen's Compensation
308.108:A	Workmen's Compensation and Rehabilitation or Retraining
308.108:B	Workmen's Compensation and Dual Employment with Auxiliary Organizations
308.109	Tax Deferred Annuity Program
308.110	Savings Bonds
309.000	Credit Union
310.000	Employee Organizations
310.10	Meeting with Employee Organizations
310.10	Access of Employee Representatives to Work Locations
312.000	Change of Address and/or Telephone
313.000	Change of Dependents, Beneficiary or Marital Status

COMPENSATION (300.000 - 399.999)

300.000 Establishment of the Academic Year, Semester, and Academic Holidays T5:Art 3)

The President annually establishes the beginning and ending dates for the academic year, i.e., that period of time in which a campus offers regular session instruction (T5:42700W), and the semester; all University holidays; with approval of the Chancellor, and the pay periods for academic employees.

300.100 Faculty Workloads (Memo: Chancellor Dumke: 11/1/71)

Each campus President is responsible for accounting for the individual workloads of each faculty position in order to make certain that the campus is in complete conformance with legislation, Board policies, and directives from the Chancellor's Office.

The normal workload for a full-time faculty member consists of 12 weighted teaching units (WTU's) or direct instructional assignments, including classroom and laboratory instruction and instructional supervision and 3 WTU equivalences of indirect instructional activity such as student advisement, curriculum development and improvements, and committee assignments.

The faculty workload amounts to a 45-hour work week (work week group 4D-7, Government Code, Title II), as stipulated in the Faculty Staffing Formula for the California State University and Colleges, usually apportioned at 36 hours of direct instructional responsibility and 9 hours of indirect instructional responsibilities.

Adjustments in these direct instruction and instructionally related assignments may be made by the campus President if in his judgement such adjustments are necessary for the efficient conduct of the academic program.

300.101 Work Assignments (T5:42713)

Each employee shall be assigned to perform the duties included in the specifications of his position. Each full-time employee shall work at least forty hours a week and each part-time employee a proportionate amount of time, in accordance with the work week class to which each position is assigned.

301.000 Salary

Faculty salaries are based on a uniform salary schedule established by the Trustees of the California State Universities and Colleges.

301.100 Annual Salary for Academic Year

Means twelve times the monthly salary rate indicated in the salary scales established for academic year personnel or the fractional equivalent thereof in the case of part-time employees.

301.101 Salary Plan for Academic Year Faculty Employees

Academic-year faculty are required to work five months each semester. If the faculty member is employed for two semesters during the same academic year, in general he will receive twelve equal warrants. For continuing faculty, the sixth salary warrant for the Fall semester is paid at the end of the July pay period and the sixth salary warrant for the Spring semester at the end of the August pay period. If the faculty member is employed for the Fall and Spring semesters but is separated at the end of the Spring semester, he will receive 1/12 of his annual salary each month for 10 months of the Fall and Spring semesters, plus a final settlement equal to 2/12 of his annual salary without any salary range increase that may be approved on or before July 1, on or about August 1.

If the faculty member is employed for the Fall semester only, he will receive 1/12 of his annual salary for the first five months of that semester, plus a sixth salary warrant approximately a month after his separation at the end of the Fall semester. If the faculty member is employed for the Spring semester only, he will receive 1/12 of his annual salary for the first five months of the semester, plus a sixth salary warrant of equal amount on or about August 1. Those faculty on academic year appointments will receive their final two checks on August 1 and September 1. If the faculty member is reappointed for the Fall semester, he will receive no salary at the beginning of September.

301.102 Checks for Part-Time Faculty (PC 3/7/67)

A legal opinion has been issued which makes the salary payable in six equal payments for one semester, the sixth check to be paid after July 1 from funds allotted from the next fiscal year. Part-time faculty teaching in the Spring semester are to receive the sixth payment after August 1. In cases of undue hardship, and upon special request, checks may be issued earlier from the Revolving Fund.

301.103 Pay Periods

The Department of General Services determines the beginning and ending dates of pay periods and issues a schedule in section 8512 of SAM.

301.103:A Miscellaneous Pay Periods

a. If the pay day is on a Saturday, Sunday or a holiday, pay checks will be issued on the next working day.

b. Personnel on an hourly rate normally receive pay checks on the 10th of the month.

c. Student assistants normally are paid at the middle of the month.

d. Foundation personnel are scheduled to be paid by the 5th and 20th of the month.

301.104 Overtime

a. Support Staff: Under the Fair Labor Standards Act Amendments of 1966, support staff and some administrative personnel must receive time and one-half for all hours worked over forty per week.

b. Academic Personnel: Are employed in classifications for which the regular rate of pay is full compensation for all time required to perform assigned duties.

302.000 Classification of Employees for Pay Plan Purposes (T5:42801)

a. Academic Year Employee: a person employed to render service for an academic year or for a semester only.

b. Ten Month Employee: a person employed in a position to render service on an annual salary basis on state work days as defined in State Board of Control regulations or on days in lieu thereof during a 10-month period which position has a specified number of days of vacation allowed for each month of service. The period of service for such employees commences on the first day of the September state pay period.

c. Twelve-month academic employee or other twelve-month employee: a person employed in a position to render service on an annual salary basis on State work days as defined in State Board of Control regulations or on days in lieu thereof, during a 12-month period, which position has a specified number of days of vacation allowed for each month of service.

d. Substitute Instructional Faculty: a person employed for a limited period to perform the duties of a regular teacher or instructor who is absent from duty and whose payroll title is Substitute Instructional Faculty.

e. Summer Session academic employee: a person employed for summer session work on an academic credit unit, or equivalent basis.

f. Extension Instructional Faculty: a person employed to teach extension classes.

g. Music Studio Instructional Faculty: a person employed on a unit of work basis.

h. Graduate Assistant: see section 222.000. Paid on a semester to semester basis.

i. Student Assistant: an employee with payroll title of Student Assistant.

j. Visiting Instructional Faculty: a person employed for a semester or session or any part thereof, for a consideration of a single payment of 90 cents to $1 which shall be payable at the end of the semester or session.

303.000 Salary Warrants

Salary warrants are distributed through the Payroll Office. Each September the Payroll Office issues a list of the pay days and times. Pay warrants for the month are issued at the completion of the month's work.

New faculty are placed on the payroll effective September 1 if they are in attendance on the first scheduled academic work day; the first salary warrant is issued approximately on October 1.

303.100 Automatic Payroll Deductions

a. Federal Income Tax
b. State Income Tax
c. Membership in the Public Employees Retirement System (PERS)
d. Social Security (Old Age Security and Disability Insurance (OASDI)

303.101 Additional Payroll Deductions (Optional)

a. Insurance premiums
b. Credit Union savings and loan repayments
c. Savings Bonds

304.000 Holidays

Academic year employees are entitled to holidays only on days designated in the University calendar as academic holidays. Such employees do not receive compensatory time off (CTO) for working on a State holiday during which school is in session. Twelve-month employees on duty receive credit for overtime. If a holiday is declared on a day not scheduled, those employees who are on leave on that day are not credited with compensating time off; for example, the afternoon preceding Christmas.

304.100 Black America Day - Holiday (L69-382; FSA 721-20)

Legislation recognizing this holiday does not apply to the CSUCS. This does not mean that the campus may not as a matter of policy designate "Black America Day" as March 5 of each year and observe it in suitable exercises.

305.000 Salary Increases After Initial Appointment

After the initial appointment, there are two ways in which a salary increase may be obtained:

a. promotion to a higher rank and/or class
b. movement to a higher salary step within rank.
c. general increases provided academic employees in any given year's Budget Act.

The employee who receives his doctorate must furnish the Faculty Records Office with official notification from institution granting the degree in order to effect the change to Class II.

305.100 Merit Salary Adjustment (UPS 210.000:1.6)

Movement from one step to the next higher one within rank is officially entitled a Merit Salary Adjustment (MSA).

305.101 The "Squiggle" Problem

Several years ago a fiscal constraint in the middle of the academic year resulted in a reduction in the salaries of Associate Professors and Professors, of slightly under 1% on an annualized basis. It was reflected by a compaction of the salary step between Assistant Professor, Step 5 and Associate Professor, Step 1 (of both Classes I and II), so that while all other salary steps are separated by approximately 5%, that one particular step is approximately 4%. This uneven step interval in the current salary structure is known commonly as the "Squiggle".

306.000 Salary Advances

Salary advances for work already performed are made only if the regular salary warrant is not received.

307.000 Terminal Pay (AAC 3/22/71)

Payroll clearance forms and CSUF Property Clearance Forms are to be completed prior to the issuance of the terminal pay check.

307.100 Effect of "Lump Sum" Payments to Separating Employees (FSA 72-42; FSA 72-15)

If an employee receives a "lump sum" pay (one warrant for July and August) when terminating and does not have an appointment agreement with another institution of higher education for the following term, he may be eligible for unemployment insurance benefits based on his campus employment. The employee must direct Payroll to make a "lump sum" payment. The employee should realize that with a "lump sum" payment there will be an increased tax deduction and no benefits deduction.

308.000 Employee Benefits

All employees are urged to consult with the Personnel Office with regard to employee benefits. This Office is prepared to offer literature and personal consultation with each employee in the discussion of those benefits available.

308.100 Public Employees Retirement System (PERS)

All personnel employed on a one-half time basis or more for a continued period of time (9 months or more) are members of PERS. Contribution to PERS are made by payroll deductions. PERS provides death, survivor, disability, and retirement benefits. Detailed literature is available through the Personnel Office.

308.101 Basic Health Plans

There are a number of medical/hospital plans available for the employee alone or for the employee and his dependents. These plans are administered by the Health Benefits Division of the Public Employees' Retirement System. The selection of a plan is optional. The employee should contact the Personnel Office in order to obtain all the appropriate information. Enrollment in any plan must be made on or before the 10th of the month prior to the 1st of the month in which the employee wishes the plan to begin. If an employee does not enroll by the 10th day of the month in which he completes his sixth month of service, he will be requested to submit evidence of insurability through a health statement, and the carrier will have the option of choosing whether or not to insure the employee.

During the first six months of his employment, the employee is required to pay the full premium for the basic health plan. After that date, the State will contribute to the payment of the premium.

All changes in the status of the employee's family should be reported to the Personnel Office as quickly as possible. To effect any changes with respect to any policy, the employee should contact the Personnel Office.

308.102 Major Medical Insurance

Major medical insurance is that which normally pays for those expenses not covered by a basic plan. There are both independent plans and supplemental plans which accompany a base plan. If a plan is sponsored by an employee organization, membership is required before coverage is effective.

308.103 Insurance Plans

In addition to basic and major medical plans, there are a number of insurance plans available through payroll deduction. Brochures, forms and assistance are available through the Personnel Office.

308.104 Life Insurance

Both term and ordinary life insurance are available. Plans provide either for decreasing coverage relative to age or constant value with increasing premiums.

308.105 Accidental Death and Dismemberment

This insurance provides compensation for certain disabling injuries and double indemnity in case of accidental death.

308.106 Disability Income (Income Protection)

This insurance provides a monthly income up to 2/3 of the employee's gross salary when the employee is unable to work because of accident or illness. The percentage of salary to be paid is based upon the employee's application for coverage.

308.107 Unemployment Insurance Coverage for State University Employees (FSA 71-83; FSA 72-42)

Administrative, academic and non-academic employees of the Trustees of California State Universities and Colleges who meet designated eligibility criteria are eligible to receive unemployment insurance benefits of from $25 to $75 per week for a maximum of 26 weeks (and for an additional 13 weeks if they are on extended benefits due to a prevailing high unemployment rate in the State). To be eligible for such benefits, an employee must be terminated and remain unemployed for justifiable reasons.

Upon termination, a faculty member, researcher or principal administrator with the CSUCS will not be eligible for unemployment insurance benefits based on his campus employment if he has an agreement with another institution of higher education to work the following term.

308.108 Workmen's Compensation

All faculty are covered by the provisions of the California Workmen's Compensation Law. A work-incurred injury or illness must be reported to a supervisor within 24 hours after its occurance. Failure to immediately report such occurance or failure to accept medical attention offered may result in the employee losing all rights to benefits provided under Workmen's Compensation Law.

If a work-incurreddisability requires a faculty member to be away from employment, disability benefits are paid by State Compensation Insurance Fund (SCIF) commencing with the 8th day after the accident or the second day, if hospitalized. Accumulated sick leave will be used to supplement temporary disability and indemnity payments to provide a full salary while disabled unless the Personnel Office is notified, in writing, that the faculty member does not wish to have his sick leave used in this manner.

308.108:A Workmen's Compensation and Rehabilitation or Retraining

After March 4, 1972, employees disabled by work related injuries for more than 28 days become eligible for retraining and rehabilitation services provided free of cost by the employer.

308.108:B Workmen's Compensation and Dual Employment with Auxiliary Organizations (L70-161)

If a regular employee of the University does work for an auxiliary organization in his free time, both the University and the auxiliary are liable for covering the Workmen's Compensation for the employee. In the event the auxiliary organization cannot pay, the employee can seek coverage from the University.

308.109 Tax Deferred Annuity Program (T5:43850-853)

Full-time employees are eligible to participate in the Tax Deferred Annuity Program which is administered through the California State Universities and Colleges. Eligible employees may request that a specific sum of money be deducted and applied to an annuity purchased through a participating agency. That portion of income which goes toward the purchase of an annuity is not taxed at the time of payment. It is taxed when it is paid back to the employee as an annuity allowance or when it is withdrawn. Any employee interested in an annuity program should contact the Personnel Office.

308.110 Savings Bonds

Purchasing United States Savings Bonds as a payroll savings plan may be effected by payroll deductions. Applications for these bonds may be obtained from the Personnel Office.

309.000 Credit Union

Membership in a credit union is open to all employees at the University. There is a $1 registration fee required with each application. Detailed information is available through the Personnel Office. The Credit Union offers many benefits to its members including savings plans, which can be maintained by personal deposits or payroll deductions, and the securing of loans and discount prices on major items and professional services.

310.000 Employee Organizations

Employee organizations on campus provide services and recreational opportunities. Information is available from chapter officers listed in the campus telephone directory.

310.10 Meeting with Employee Organizations (T5:43700)

The Chancellor or his designee is authorized to meet and confer, on behalf of the Board of Trustees, with representatives of employees organizations concerning matters relating to employment conditions, including, but not limited to, wages, hours and other terms and conditions of employment upon request.

310.10 Access of Employee Representatives to Work Locations (FSA 65-103)

Reasonable access to work locations shall be provided for employee representatives as long as such access does not interfere with state business or established safety or security regulations.

312.000 Change of address and/or telephone

Change of address and/or telephone should be reported to the Personnel Office.

313.000 Change of Dependents, Beneficiary or Marital Status

Such change should be reported to the Personnel Office since retirement and insurance programs may be involved.

ABSENCES FROM WORK (400.000 - 499.999)

SECTION	TITLE
400.000	Absences for Faculty
400.100	Responsibility for Reporting Absences
401.000	Vacation - Academic Year Employee
401.100	Basis of Computation of Vacation Time
401.101	Rate of Accrual for such Employees as Ten-Month Academic Employee or an Employee Rendering Service as an Activities Advisor, Associate Dean, Dean, Librarian, President, Vice-President, Registrar, Member of the Administrative Office State or Instructor
401.102	Accumulation of Vacation and Change in Employment Status
401.103	Waiting Period with Regard to Vacation and Sick Leave
401.104	Right to Vacation
401.105	Extension Instructional Faculty, Student Assistants, Student Teachers, Substitute Instructional Faculty, Summer Session Employees and Visiting Instructional Faculty
401.106	Vacation Status of Employees Transferring from Auxiliary Organization Positions
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SECTION	TITLE
404.104	Effect of Special Leave on Retirement
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406.000	Miscellaneous Leaves Without Pay
407.000	Jury Duty
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410.000	Absence Without Leave as Resignation
410.100	Reinstatement

ABSENCES FROM WORK (400.000 - 499.999)

400.000 Absences for Faculty (UPS 210.000:1.11)

Faculty may be granted leaves of absence with or without pay or step increases, with or without time earned toward sabbatical and/or tenure. A faculty member may appeal if his application for a particular leave of absence is denied.

400.100 Responsibility for Reporting Absences

It is the responsibility of the employee to notify his supervisor in advance of any proposed absence.

401.000 Vacation - Academic Year Employee (T5:42901)

Each academic year employee is entitled to earned vacation on days falling between the end of his academic year and the beginning of his next academic year and on days designated by his campus calendar as campus academic holidays during his academic year.

401.100 Basis of Computation of Vacation Time

For other than academic year employees, employees shall be considered to work not more than five days each week. Twelve-month employees earn ten to twenty-one days per year depending on date of appointment, length of service or classification as specified in Section 42902 (a) of Title 5.

401.101 Rate of Accrual for Such Employees as Ten-Month Academic Employee or an Employee Rendering Service as an Activities Advisor, Associate Dean, Dean, Librarian, President, Vice-President, Registrar, Member of the Administrative Office State, or Instructor

a. Full-time Employment: On the day following completion of six months of continuous service, an employee shall be allowed ten and one-half workdays of credit for vacation with pay. Thereafter, for each additional calendar month of service he shall be allowed, on the first day of the following month, one and three-fourths workdays of credit for vacation with pay.

b. Less than full-time employment. The same people serving less than full-time and who have rendered at least six months of continuous service in this type of position, shall for such service be allowed on the day following completion of 960 hours of paid employment in the position, or positions, ten and one-half workdays of credit for vacation with pay. Thereafter, on the first day of the month following completion of additional service of 160 hours in the position, or positions, the employee shall for that service be allowed one and three fourths workdays of credit for vacation with pay.

401.102 Accumulation of Vacation and Change in Employment Status

Unused vacation leave may be carried over to the following calendar year in an amount up to thirty days for those with less than ten year's service and forty days for those with ten or more year's service. At the time of separation, unused vacation leave is included in the final compensation.

If a non- academic employee has his status changed to an academic-year position, he shall receive a lump sum payment for vacation and overtime hours which had accrued to his credit.

401.103 "Waiting Period" with Regard to Vacation and Sick Leave (Govt. Code Sec. 18050-18100)

A six month "waiting period" is required for the vesting of vacation and sick leave benefits.

401.104 Right to Vacation (T5:42902)

The campus President shall determine when the employee shall take vacation except that the Chancellor shall determine when the President or a staff member of the Administrative Office shall take vacation. In the event that the Chancellor or campus President does not provide a vacation for two successive calendar years for such employees, the employee make take as a matter of right not more than 21 days of accumulated vacation immediately preceding the end of the second of the successive calendar year, the balance of the accumulated vacation to remain to his credit.

401.105 Extension Instructional Faculty, Student Assistants, Student Teachers, Substitute Instructional Faculty, Summer Session Employees and Visiting Instructional Faculty

A person employed as such is not allowed vacation rights for such service.

401.106 Vacation Status of Employees Transferring from Auxiliary Organization Positions

Current law and regulations do not provide for the transferring of sick leave and vacation benefits earned while an employee of an auxiliary organization.

402.000 Earning of Sick Leave

Full-time faculty members earn sick leave at the rate of eight hours per month regardless of the scheduled academic days in the month. Sick leave is earned in each month for which a faculty member receives a pay warrant. Sick leave may be accumulated without limit except for periods of leave of absence without pay, research leave, or sabbatical leave, though previous accumulation is retained.

402.100 Use of Sick Leave

Sick leave may be used, under certain conditions for personal health problems, family care, family death or childbirth. Sick leave accumulates from the beginning date of employment, but may not be used until the employee has completed six months of continuous employment. The waiting period is waived if an employee is injured on the job and is eligible for Workmen's Compensation, otherwise, absences due to sickness during the first six months result in a pay dock. After the six month period, sick leave may be used as earned, but not prior to the date on which it was earned. Sick leave may be used in increments of one hour or more.

402.101 Sick Leave - Family Death Leave
(California State Personnel Board: Supervisors Handbook)

The death of a person related by blood, by adoption, or by marriage, or any person residing in the immediate household of the employee may be an authorized reason for sick leave absence if the employee's attendance is required. Up to five days of sick leave may be taken for each death during a calendar year. Sick leave may also be used in the case of exposure to contagious disease, maternity leave up to ten days per period, and medical, dental and related appointments.

402.102 Charging Sick Leave for Absent Faculty Members (FSA 65-111)

Every working day in the year, whether classes are scheduled or not, results in the accumulation of sick leave. Leave should be charged on the same basis. Faculty are assumed to be on full-time duty so that a week's absence should result in the individual's being charged for the use of five days sick leave. In essence, it is imperative that sick leave be charged on a "when absent" rather than when classes are scheduled basis.

402.103 Sick Leave Status of Campus Employees Transferring from Auxiliary Organization Positions (FSA 64-11; L64-65)

Current law and regulations do not provide for the transferring of sick leave and vacation benefits earned while an employee of an auxiliary organization.

403.000 Sabbatical Leave

403.100 Right to Sabbatical Leave

Sabbatical leave is not accorded as a right and does not accrue automatically upon completion of six years of service.

403.101 Eligibility

An employee must have served six consecutive academic years in the CSUCS in order to qualify for a sabbatical leave. Only one such leave may be granted in any seven year period.

403.101:A Substitution of Names for Sabbatical Leaves (L63-105)

If an employee whose application for sabbatical leave was approved and he is unable or unwilling to accept the leave which had been granted to him, the campus may substitute the name of another employee. The substitution of names must occur after December 1 of the academic year prior to the year during which the leave is to be taken.

403.101:B Sabbatical Leave Eligibility - Transfer Between State Campuses (T5:43000-43008; SCAM 7340 and 7434; FSA 71-80; L71-1089)

An individual who transfers from one state campus to another, without a break in service, may have the time served on all campuses count toward eligibility for a sabbatical leave, as long as the six years are consecutive and all the service is on a full-time basis.

403.102 Evaluative Considerations for Sabbatical Leave

See UPS 260.102

403.103 Method of Application

Application is made on the prescribed form and submitted to the President through a faculty committee not later than December 1. The application shall include a plan of study, research or travel and service together with a statement of the benefits which would accrue to the University from the proposal.

403.104 Approval of Sabbatical Leave (PC 2/21/67)

Executive Order 37 states that each campus President is authorized and appointed to approve sabbatical leaves for eligible personnel at his campus. Persons applying for sabbatical leaves shall be informed of the provisions of Executive Order 37 and of the policies and procedures issued by the Office of the Chancellor as to the implementation of that Executive Order.

403.104:A Guidelines

Faculty Council has adopted the principle that "ranking applicants shall be in the order of those for whom the proposed sabbatical leave will provide the greater professional growth, subject to the provision that this professional growth will also be of the greater value to the University and to its students during their subsequent service to the University".

403.105 Number of Sabbatical Leaves Granted (T5:43003)

The number of leaves granted in any one semester or year shall not be so great in any department, division, school, or in the university as a whole as to disrupt the continued and regular course offerings, or to affect the quality of education offered to the students. The number of leaves may not exceed existing appropriations available for such leaves. (Sabbatical leaves are a line item budget category).

403.106 Service Required Following Sabbatical Leave (63-105)

One term of service is required for each term of leave following return to the University. The applicant shall either post a bond to this effect or make an agreement in writing, accompanied by a statement of assets consisting of real property as opposed to personal property. (Title 5, Sec. 43005)

403.107 Bond

Final approval of an application for leave of absence for which the applicant is to receive compensation will not be granted until the applicant has filed with the Chancellor a suitable bond indemnifying the State of California against loss in the event the employee fails to render service in the California State University and College System following the return of the employee from the leave of absence at the rate of one term of service for each term of leave. The bond shall be in the amount of the total salary computed to become due to the applicant during his leave of absence, except in the case of an academic employee on sabbatical leave in residence where the bond will be 4/5 of his total salary computed to become due during such leave of absence. Bond shall be exonerated if the failure of the employee to return is for one of the following reasons:

a. Death
b. Physical or mental disability
c. Dismissal for cause

The Chancellor may waive obligation to file a bond if he finds that the interests of the State will be protected by

written agreement of the employee. Such written agreement must be accompanied by a statement of assets showing, to the satisfaction of the Chancellor, the employee's capacity to indemnify the State against loss in the event that he fails, through fault of his own, to fulfill the agreement.

403.108 Extension of Sabbatical Leave by Leave Without Pay

An employee on sabbatical leave may be granted an additional period of leave without pay not to exceed one year following completion of sabbatical leave if the best interests of the University will be served. However, such time will not be credited toward the required service following sabbatical leave, nor shall it be credited toward retirement or salary increases.

403.109 Effect on Status of Employee

Sabbatical leave shall be credited as service required for merit salary increases and retirement, except that partially compensated leaves receive only partial service credit toward retirement unless application to make an additional contribution for such period is initiated by the employee after his return.

403.110 Difference-in-Pay Leave, Memo: Chair of Sabbatical Leaves Committee 10/28/71)

Also called a type C leave, it is for two semesters and provides compensation equal to the difference between the Professor's salary and that of instructor, Class I, Step 1. Class I Professors at steps 3,4, or 5 get more compensation from a difference-in-pay leave than from a two-semester sabbatical leave. Different-in-pay leaves are not involved in the sabbatical leave quota. (Sabbatical leaves are a line item budget category where difference-in-pay leaves are not.)

403.110:A Application and Eligibility for Difference-in-Pay Leaves

The application process and eligibility criteria for difference-in-pay leaves and sabbatical leaves are the same. Refer to the Office of Faculty Records for all necessary forms and procedural information.

403.111 Outside Earnings While on Leave of Absence with Pay (FSA 64-69)

A faculty member on half-pay for an academic year should not accept employment elsewhere although he may go on a Fullbright

or accept payment of travel expenses connected with a sabbatical program. There may be a rare instance where up to half-time employment would actually contribute to the goal of the individual's sabbatical program. The burden of proof should be on the individual to demonstrate the worth of such employment. The employee is not precluded from accepting any employment, but any such employment should be minimal and purely incidental.

The campus President has the responsibility of insuring that any employment is minimal and incidental. No time or dollar values have or will be established. The same restrictions apply to difference-in-pay leaves.

403.112 Compensation While on Sabbatical

Compensation granted an employee on leave of absence shall be paid during his leave of absence in the same manner as if he were not on leave of absence.

403.113 Bifurcation of Year Leave Period (L63-403; T5:43001)

A Professor cannot elect to take his two semester leave of absence with pay in semesters that are not consecutive.

404.000 Special Leaves for Research or Creative Activity (T5:43050-053)

404.100 Eligibility (T5:43051)

Established by the Office of the Chancellor. Such leaves are administered, when funded, in a manner similar to sabbatical leaves.

404.101 Procedures and Evaluative Considerations

See UPS 260.103

404.102 Compare Research or Creative Activity Leave to Sabbatical

This special leave program is separate and distinct from the sabbatical leave program. Award of a research or creative activity leave has no effect on sabbatical leave eligibility. Such leaves will not be granted for a term immediately preceding or following a sabbatical leave.

404.103 Effect on Probationary Period of Special Leaves (L62-41)

Such leave would effect an interruption of the period of consecutive service for purposes of acquiring tenure, with the result that a new probation period would have had to have been commenced after the leave. If the campus President

determines the assignment of a nature valuable to the University, then it is not a break in service for the purpose of tenure.

404.104 Effect of Special Leave on Retirement

For retirement, a leave of absence is not considered as a break in service nor is it counted as credit earned toward retirement. Up to one year of such leave may count toward sabbatical leave and/or tenure.

404.105 Obligation to Teach Following Leave

The employee is obligated to teach in the CSUC system for the equivalent of two terms for each term of such leave, immediately following the conclusion of such leave except if deferred for vacation, sabbatical leave, leave of absence without pay, or military leave.

This obligation shall be exonerated if the failure to complete such service following conclusion of the leave is caused by:

a. death
b. physical or mental disability

405.000 Leave of Absence Without Pay

A leave of absence for the purpose of teaching, research, study or other assignment determined to be of value to the University may be granted by the President for one or two years and may be extended with his approval for an additional year.

405.100 Extension of Leave Without Pay

A leave without pay up to one year may be extended for one additional year. The person to whom a leave has been granted is entitled to reinstatement to the position he held before the leave was granted if the position still exists or to any other comparable vacant position for which he is qualified.

405.101 Effect on Status of Employee (T5:43001(c); L62-45; FSA 71-80; T5:43563(a)

At the discretion of the campus President, one year or less of such leave may be credited toward the service required for tenure and eligibility for sabbatical leave since it does not constitute a break in service. It does not count toward retirement since the individual involved is in non-pay status. However, on return from leave without pay which was granted for the purpose of service to an educational or governmental institution, an employee may request credit for retirement by making the required PERS contributions for up to two years of the period involved.

405.102 Effect on Merit Salary Advance

If the President determines that such leave was of value to the University, the regular yearly salary increase may be granted for a leave of absence of one year or less.

405.103 Effect on Employee Benefits

An employee on leave without pay may continue his insurance coverage by completing an application to the Health Benefits Division and by making direct advance payments to the carrier. The employee must secure the proper forms for this action from the Personnel Office.

406.000 Miscellaneous Leaves Without Pay

a. Up to fifteen days (Informal Leave):
Personnel may be granted leave without pay not to exceed fifteen working days if sufficiently justified. Such leave requires departmental approval.

b. In excess of fifteen days (Leave Without Pay):

After a minimum of one year's full-time employment, an academic or administrative employee may be granted a leave without pay up to two years for health, welfare or benefit of the University.

407.000 Jury Duty

Employees are entitled to their regular salary during an absence for fury duty, provided:

a. The employee does not accept any fees
b. All fees received are remitted to the State.

Mileage and subsistence monies may be retained by the employee. If the employee uses vacation time or CTO time for jury duty, then the employee may keep all fees while drawing his regular salary.

408.000 Maternity Leave

An employee who has been granted maternity leave may not use more than ten days sick leave in conjunction with such leave. This will be credited when she returns to work. Subject to the usual regulations, there is no time limit on the use of sick leave during pregnancy for medical appointments or illness.

409.000 Military Leave

A faculty member who receives orders for active service should inform his supervisor and consult the Personnel Office. There are three types of military leave:

a. Temporary military leave which covers a period of six months or less.

b. Limited tour military leave which covers a period exceeding six months but less than 18 months.

c. Indefinite military leave which covers a period exceeding 18 months. A permanent employee who is eligible for a limited military leave (over six months, but not over 18 months) or an indefinite military leave (over 18 months) receives his regular salary during the first thirty calendar days of that leave. On return from military leave, his salary rate will be the same as if he had continued on the job and he will receive retirement service credit for the period of leave. If during this period the employee wishes to continue to make monthly contributions to his retirement, he must make arrangements with the Personnel Office.

An employee receiving written orders to report for active military duty for a period not to exceed six months is eligible for a temporary leave of absence. If he has one year of qualifying service, his salary continues for the first thirty calendar days of leave. Temporary military leave does not affect the employee's anniversary date or his accrual of sick or vacation leave.

410.000 Absence Without Leave as Resignation (EC:24311)

Absence without leave of an academic or non-academic employee, whether voluntary or involuntary for five consecutive working days is an automatic resignation from state service, as of the last date on which the employee worked.

410.100 Reinstatement

The employee may within 90 days of the effective date of such separation file a written request with the campus for reinstatement. If the appointing authority has notified the employee of his automatic resignation, any request for reinstatement must be in writing and filed within 15 days of the service of notification of separation. Reinstatement may be granted only if the employee makes a satisfactory explanation as to the cause of his absence and his failure to obtain leave therefore, and the campus finds that he is ready, able, and willing to resume the discharge of the duties of his position, or, if not, that he has obtained the consent of his appointing power to a leave of absence to commence upon reinstatement.

An employee so reinstated shall not be paid salary for the period of his absence or separation, or for any portion thereof.

GRIEVANCE PROCEDURES AND DISCIPLINARY ACTION PROCEDURES (500.000 - 599.999)

SECTION	TITLE
500.000	Grievance Procedures
501.000	Disciplinary Action Procedures for Academic Personnel
501.100	Disciplinary Actions
501.101	Cause for Disciplinary Action
501.102	Temporary Suspension
501.103	Dismissal of Academic Employees with Tenure
501.104	Disruption of Campus Activities

GRIEVANCE PROCEDURES AND DISCIPLINARY ACTION PROCEDURES (500.000 - 599.999)

500.000 Grievance Procedures (T5:42714)

The Chancellor shall prescribe, and may from time to time revise, Grievance Procedures for Academic Personnel of the California State Universities and Colleges. These procedures may be utilized by all full-time tenured and probationary academic employees including those on leave of absence with or without pay. The Trustees may, on their own motion, review grievance matters. The current procedures are outlined in Executive Order 173. Copies of this Executive Order are available on request from the Office of the Vice President, Academic Affairs.

501.000 Disciplinary Action Procedures for Academic Personnel (T5:43525)

The Chancellor shall prescribe and may from time to time revise Disciplinary Action Procedures for Academic Personnel of the CSUCS. These procedures shall be applicable to all full-time tenured and probationary academic employees, including those on leave of absence with or without pay. The Chancellor shall report to the Board on procedures issued or revised. The current procedures are outlined in Executive Order No. 113. Copies of this Executive Order are available upon request from the Office of the Vice President, Academic Affairs.

501.100 Disciplinary Actions (T5:Art. 11:Sec. 43520 - 526)

In the interest of economy and morale, appropriate effort should be made to resolve disciplinary situations directly with the employee.

501.101 Cause for Disciplinary Action (Art. 2, Chapt. 9, Div.18 of E.C.)

501.102 Temporary Suspension (T5: 43522)

501.103 Dismissal of Academic Employees with Tenure (T5: 43524 (c))

Recommendations of the campus President for dismissal of an academic employee with tenure at that campus shall be made to the Chancellor and shall be reviewed and action taken pursuant to the Rules of Procedure of the Board of Trustees of the CSUCS.

501.104 Disruption of Campus Activities (T5:43526)

Any employee of the CSUCS who, following appropriate procedures at the campus, is found to have disrupted or to have attempted to disrupt, by force or violence, any part of the instructional program of a campus, or any meeting, recruiting, interview or other activity authorized to be held or conducted at the campus, may in the discretion of the campus President, be disciplined pursuant to E.C. Sec. 24306.

SEPARATION (600.000 - 699.999)

SECTION	TITLE
600.000	Retirement
600.100	General Provisions
600.101	Separation Before Retirement
600.102	Concurrent Retirement
600.103	Reemployment after Retirement
600.104	Mandatory Retirement
600.105	Proper forms for Retiring
601.000	Resignation
602.000	Separation of Employees from Service for Lack of Funds or Lack of Work
602.100	Order of Layoff
602.101	Area of Layoff
602.101:A	Designation of Teaching Service Areas
602.101:B	Layoff by Teaching Service Areas
602.102	Notice of Layoff
602.103	Relocation
602.104	Reemployment Lists
602.105	Response to Notice of Layoff
603.000	Suspension, Dismissal or Demotion for Cause
630.100	Suspension
603.101	Dismissal
603.101:A	Dismissal of Personnel with Tenure
603.102	Notice of Action
604.000	Employees Leaving with Reinstatement Rights
605.000	Rehiring

SEPARATION (600.000 - 699.999)

600.000 Retirement

The retirement plan is a coordination of the Public Employees' Retirement System (PERS) and Social Security. Monthly contributions vary depending on age at time of appointment.

600.100 General Provisions

Retirement is permitted at age 55, with five years of service. As of October 1973, retirement is compulsory at age 67. The retirement allowance is based on a formula involving age, years of service and highest average salary during any period of three consecutive years. The joint system provides disability benefits, survivorship and death benefits and optional settlements at time of retirement.

If the date of mandatory retirement occurs during a semester or academic year, the faculty may elect to continue until the end of the academic term or year, but is not required to do so. It is his choice, and not that of the campus.

600.101 Separation Before Retirement

If an employee is separated before retirement, he may withdraw his contributions to PERS plus interest. Since interest is computed annually, a withdrawal prior to July 1 does not include interest for the current fiscal year.

With a minimum of 5 years of full-time service, the employee may leave his contribution to date on deposit in the system for a reduced allowance at age 55 or he may withdraw it at any time prior to that.

600.102 Concurrent Retirement

An employee formerly a member of the California State Teachers' Retirement System may choose to receive that retirement allowance while he is employed here. However, he may elect concurrent retirement - retiring at the same time from both systems with the total years of service as a base for computation.

600.103 Reemployment after Retirement

An academic employee on PERS service retirement may be reemployed for a period not to exceed ninety working days with maximum earnings of $4000 for one calendar year without affecting his retirement status or pay.

600.104 Mandatory Retirement (L71-1796)

Any employee may elect to continue in active service until the end of the semester or academic year during which he attains compulsory retirement age. Academic employees may be employed after reaching mandatory retirement age on a year-to-year basis upon the approval of the campus President and the Chancellor's Office. After being mandatorily retired, an academic employee may be hired on a year-to-year basis if:

a. He is "mentally and physically sound".
b. His employment would be "for the good of the service".

600.105 Proper Forms for Retiring

An academic employee should contact the Personnel Office well in advance of retirement to be sure to have enough time to complete all necessary procedures regarding salary, retirement benefits, etc.

601.000 Resignation

An academic employee who does not plan to return the following year should present a written resignation before April 15. He is responsible for returning University property including keys and library materials and receiving clearance on equipment charged to him. A clearance form is required before the final pay warrant is released.

602.000 Separation of Employees from Service for Lack of Funds or Lack of Work (T5:43200-206; Policy T5:43200)

It shall be the policy of the CSUCS to provide stability of reemployment by foreseeing and avoiding unnecessary reductions in staff. Any reduction in the classes of employment or teaching service area to be reduced and the number of employees therein to be laid off shall be recommended by the campus President to the Chancellor. The Chancellor shall make all final determinations for each campus.

602.100 Order of Layoff

(a) Student Assistants and temporary employees;
(b) Non-tenured employees without regard to length of service;
(c) Tenured employees in inverse order of their length of employment in the University. The service of administrative, academic-related and non-academic employees in classes of equal or higher level is counted along with service in the class affected.
(d) In case of a tie, the President shall determine which employee will be laid-off.

602.101 Area of Layoff (T5:43201)

Layoff of administrative and non-academic employees shall be by class within a particular campus. Layoff of academic employees shall be by teaching service area within a campus.

602.101:A Designation of Teaching Service Areas (T5:42704)

The campus President or his designee, after appropriate consultation shall amend the designations of teaching service areas to reflect changes in subject matter fields and specialized curriculum offered at the campus. Records shall be maintained by the campus of all such determinations.

602.101:B Layoff by Teaching Service Area (L66-33)

Whether a professor will be subject to a layoff or not, depends upon the teaching service area he is in. If there is to be a layoff in the teaching service area in which he is then serving, the professor's layoff priority will be governed by the length of his service in California State University and Colleges System, including other State campuses than the one that he is at, as compared with other full-time permanent employees in his teaching service area. Layoff priority is not governed by his seniority in the particular teaching service area. Probationary employees are laid off before permanent employees.

602.102 Notice of Layoff

Such notice shall be made at least 30 days prior to the effective date of the layoff. When curricular shifts or program changes can be anticipated, one year's advance notice will be given.

602.103 Relocation

The Chancellor's Office shall make a survey of all campuses in order to ascertain the availability of suitable positions where staff to be laid off may seek relocation. Where resources permit, the same office will make similar efforts with respect to colleges and universities outside the CSUCS.

602.104 Reemployment Lists (T5:43206)

The President of each campus and the Chancellor establish and maintain reemployment lists of all permanent employees laid off for lack of funds or work during the preceding five year period. As appropriate vacancies occur, these employees will be contacted. Failure to reply to such contact may result in the removal of the person's name from the reemployment list. Also, a person who declines two offers of reemployment shall be removed from the list. Individuals on the reemployment list may request inactive status not to exceed one year. Any employee reemployed shall be reemployed in a class at a level at least equal to that from which he was laid off.

602.105 Response to Notice of Layoff

An employee may elect to accept his layoff prior to the date on the notice he receives. In lieu of layoff, an administrative or non-academic employee may elect demotion or transfer to any class in which he has served as a permanent employee or to any vacancy for which he is qualified. In lieu of layoff, an academic employee may elect to transfer to any other teaching service area in which he has served longest during the preceding four years at the particular campus if both of the following conditions exist:

a. The employee during the four year period immediately preceding the date of the mailing of the layoff notice, taught at least 24 semester units in another teaching service area.

b. The employee has not previously during that academic year elected transfer in lieu of layoff. An employee electing demotion or transfer must notify the President in writing within five calendar days after receipt of the notice of layoff.

603.000 Suspension, Dismissal or Demotion for Cause (E.C: 24306)

Permanent or probationary university personnel may be suspended, dismissed or demoted at any time for the following causes:

a. Immoral conduct
b. Unprofessional conduct
c. Dishonesty
d. Incompetency
e. Physical or mental unfitness for position occupied
f. Failure or refusal to perform the normal and reasonable duties of the position
g. Conviction of a felony or conviction of any misdemeanor involving moral turpitude
h. Fraud in securing appointment
i. Drunkeness on duty
j. Addiction to the use of narcotics or habit-forming drugs

603.100 Suspension (T5:43522)

An academic employee may be suspended temporarily by the campus President or the Chancellor when there is strong and compelling evidence that his presence in his position might create serious problems. Unless earlier terminated by the President or the Chancellor, such temporary suspension shall automatically terminate upon the furnishing of formal notice of disciplinary action, or unless extended, 30 days after its commencement, whichever occurs first.

603.101 Dismissal (T5:43524; E.C.:24306 - 309)

A faculty member may be dismissed at any time for the causes listed in Education Code Section 24306. An academic employee can be dismissed only by the Board of Trustees acting on the recommendation of the campus President who has consulted with the School Dean and Department Chair. Request for review action in cases of dismissal can be initiated only by the employee to be dismissed. Appeals from actions of dismissal for cause may be made to the State Personnel Board within 20 days of receipt of notice from the Chancellor.

603.101:A Dismissal of Personnel with Tenure (T5:43524)

Dismissal of personnel with tenure shall be recommended by the campus President to the Board of Trustees through the Chancellor.

603.102 Notice of Action (E.C:24308)

Notice of suspension, dismissal or demotion shall be in writing, signed by the appropriate official, and shall be served on the individual setting forth a statement of causes, upon which the case is based, the nature of the penalty, and the effective date. It shall include a statement of the individual's rights.

604.000 Employees Leaving with Reinstatement Rights (T5:43550)

The appointing power shall reinstate any employee, who meets all employment requirements and who left his classification with reinstatement rights as prescribed by law, to a position in the classification which he left or the equivalent thereof. Such employees shall not lose any benefits or credit for prior service enjoyed at the time of separation.

605.000 Rehiring (T5: 43551)

The appointing power may rehire any person, who fulfills all employment requirements, who was previously employed at the campuses and who left in good standing. Such persons:

a. Shall acquire permanent status in the same manner as new employees.
b. Shall, if rehired within six months, be credited with any unused sick leave at the time of previous separation as a regular employee.

INSTRUCTION (700.000 - 799.999)

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701.101A	Curriculum Guidelines and Procedures:Programs
701.101B	Curriculum Guidelines and Procedures:Courses
701.102	Procedure for Securing Approval of New Option
701.103	Curriculum Guidelines and Procedures:Academic Jurisdiction
701.104	Use of Consultants in Reviewing and Evaluating Department or School Programs
701.105	Joint Theses
702.000	Academic Programs at California State University, Fullerton
703.000	Accreditation
704.000	International Programs
705.000	Degree Requirements
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705.101	Credit by Examination
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706.000	The Program of Master's Degrees
706.100	Graduate Admissions Policy
706.101	Policy Concerning Graduate Degree Programs
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728.000	Class Limit
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730.100	Class Enrollment Policy with Regard to Breaking Point & Limit
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731.111	Grade Changes
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733.000	Meeting of Regularly Scheduled Classes in Private Homes or Other Off-Campus Facilities
734.000	Fieldtrips
735.000	Restriction On Places for Smoking
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749.101	Grading Policy
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763.000	Residence Tuition
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766.000	Associated Students Senate University Policy Statement
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769.000	Student-to-Student Tutorials
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781,108	Utilization of the CSUF Library by High School Students
781.109	Agreement on Mutual Library Use
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781.111	Library Clearance
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782.106	Preview Rooms
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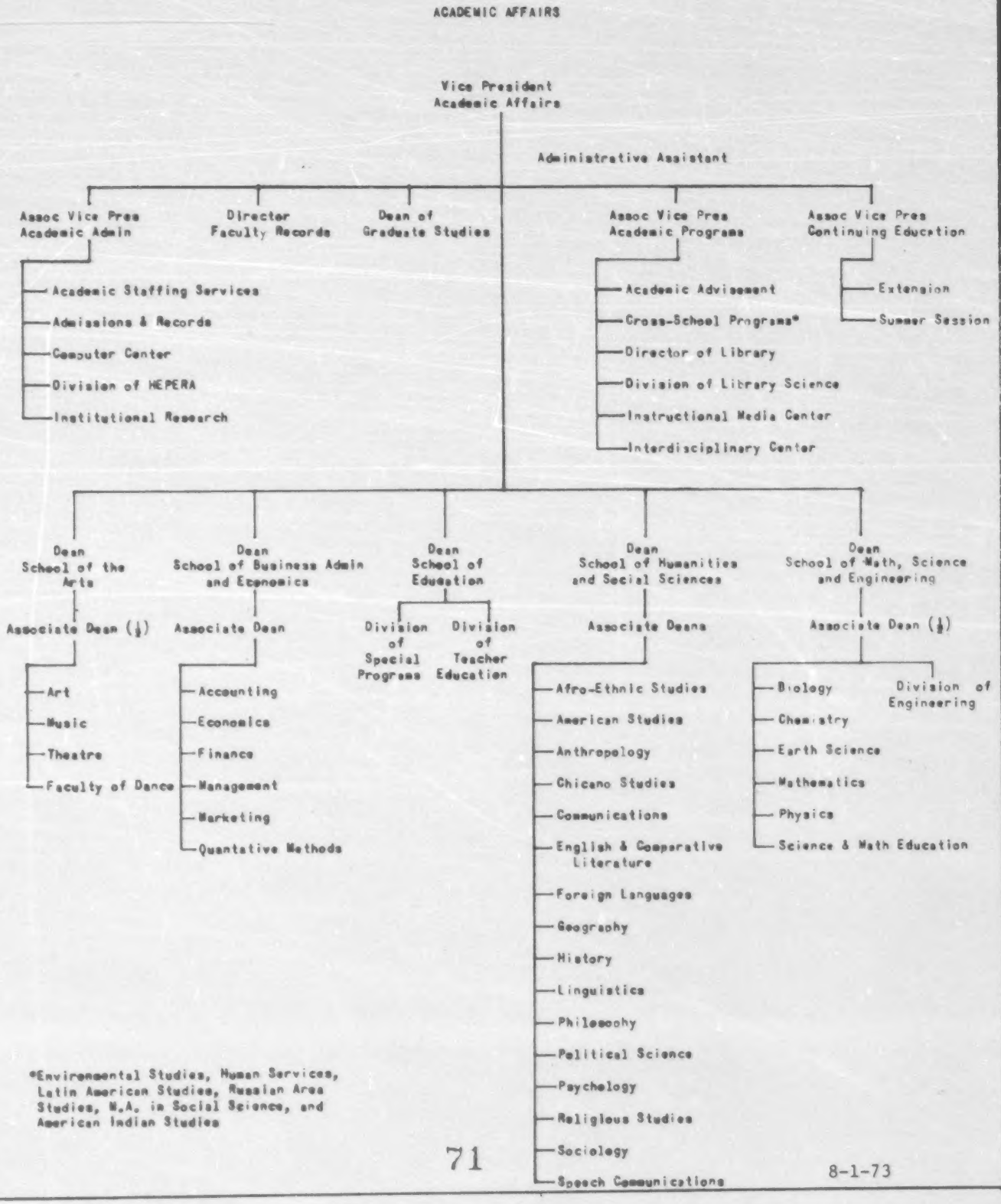
796.102	Visiting Instructors
797.000	Summer Session Courses

700.000 Academic Affairs Organization



*Environmental Studies, Human Services, Latin American Studies, Russian Area Studies, M.A. in Social Science, and American Indian Studies

8-1-73

CURRICULUM

701.000 Curricula (T5:40100-40103)

A campus may be authorized by the Board of Trustees to establish and maintain curricula leading to the bachelor's degree, the master's degree and the doctoral degree. Curricula leading to the bachelor's or master's degree may be established cooperatively by two or more state campuses. The Chancellor is authorized to establish and from time to time revise such procedures as may be appropriate.

701.100 Faculty and Curriculum

Course and curriculum revision is largely the responsibility of the faculty. Proposals originate in the department or school and are then referred to the Vice President for Academic Affairs, the Dean of Academic Programs and the Curriculum Committee for evaluation. Final approval becomes the responsibility of the Faculty Council and the President of the University.

701.101 Procedure for Approval of a New Degree Program

Proposals for curricular programs in the CSUCS are carefully reviewed in relation to educational planning and development throughout the State and with particular reference to policies established by the Board of Trustees. The Chancellor's Office provides guidelines and welcomes preliminary consultation and, after reviewing each request for approval of a new degree program, will notify the campus of action taken or recommended.

701.101:A Curriculum Guidelines and Procedures:Programs

See UPS 410.103

701.101:B Curriculum Guidelines and Procedures:Courses

See UPS 411.100

701.102 Procedure for Securing Approval of New Option

New options, as well as degree programs, are subject to review and approval by the Chancellor's Office. An option is defined as any grouping of courses amounting to twelve or more semester units. (The equivalent of a minor as defined in Sec. 40500 (c) of Title 5).

701.103 Curriculum Guidelines and Procedures:Academic Jurisdiction

See UPS 411.102

701.104 Use of Consultants in Reviewing and Evaluating Department or School Programs

See UPS 420.101

701.105 Joint Theses

See UPS 330.163

702.000 Academic Programs at California State University, Fullerton

See University Catalog

703.000 Accreditation

See University Catalog

704.000 International Programs

See University Catalog

705.000 Degree Requirements

See University Catalog

705.100 Course Requirements (Memo: Chair of University Curriculum Committee, 11-6-70

While a department or school has a right to determine major requirements, it does not have the right to determine what courses may count towards graduation.

705.101 Credit by Examination

Students may be granted credit for a course toward graduation and to meet curriculum requirements by the satisfactory completion of a challenge examination in that course requirement. In advance of the challenge examination, the student will secure written approval of the major advisor and the chair of the department in which the course is offered.

705.102 College Level Examination Program (CLEP) (Registrar, 8-73)

At the present time CSUF is operating under an interim policy as explained in the Catalog. CLEP as it applies to specific courses offered has been under discussion by Academic Standards Committee and Faculty Council for some time. A new proposal is now before Faculty Council for consideration

706.000 The Program of Master's Degrees

See University Catalog

706.100 Graduate Admissions Policy

See UPS 330.123

706.101 Policy Concerning Graduate Degree Programs

See UPS 330.135

706.102 Maximum Unit Load for Graduate Students

See UPS 330.133

706.103 Continuous Enrollment of Graduate Students

See UPS 330.143

706.104 Declassification of Graduate Students

See UPS 330.153

706.105 Time Limit for Completion of Master's Degree

See UPS 330.103

707.000 Special Courses

See CPS 411.111

708.000 Special Majors

See UPS 412.000

709.000 Independent Study (AAC 1-3-72)

Under the independent study program, the upper division student can pursue topics or problems of special interest beyond the scope of a regular course under the supervision of a faculty advisor. The work is of a research or creative nature, and normally culminates in a paper, project, comprehensive examination, or performance. Before registering, the student must get his topic approved by the professor who will be supervising independent study. The catalog numbers for independent study in departments are 499 and 599. Independent study courses may be repeated. A student wishing to enroll in more than six units of independent study in any one semester must have the approval of his major advisor and of the chair of the department(s) in which the independent study is to be conducted.

710.000 Foreign Travel and Course Credit

See UPS 420.201

720.000 Space Allocation

It is the responsibility of the Space Allocation Committee, chaired by the Associate Vice President for Facility Planning and Operations, to review facility inventories and make block allocations of space to functional areas. Specific campus officers are then responsible for specific space delegations within functions.

Assignment of classroom space is the responsibility of the Director of Academic Staffing Services.

Assignment of space for ancillary academic programs is the responsibility of the Associate Vice President, Facility Planning and Operations.

721.000 Schedule of Classes

A Class Schedule, listing all classes and the times they are offered is prepared for each semester and is sold through the Titan Bookstore. The Office of the Director of Academic Staffing Services has the responsibility for publishing the Schedule of Classes well in advance of each semester. This office will issue instructions and timetables to each school and division for the compilation of data to be incorporated into the Schedule. The published Schedule is sold through the Titan Bookstore.

722.000 Course Numbering

100 - 299: Lower division courses for freshman and sophomore level, but open also to upper division students.

399 - 399: Upper division courses of junior and senior level, which do not give graduate credit towards a master's degree.

400 - 499: Upper division courses of junior and senior level, which given graduate credit towards a master's degree if taken as post graduate and included in master's degree study plan.

500 - 599: Graduate courses limited to graduate students.

700 - 799: Graduate professional education courses in the post graduate program, not applicable to master's degree.

722.100 Cross Listed Courses (Academic Affairs Council 1-3-72)

With respect to courses listed in more than one department, (cross-listed) the department originating the course gets the full description in its area in the University Catalog and any other department just refers to this description. All departments with which a course is cross-listed are

responsible for listing schedule information on its own copy. Each listing receives its own unique code number which indicates that department. Enrollment credit goes to each individual code number. Teaching credit goes to the department teaching the course.

723.000 Classroom Assignment Procedure

The Office of Academic Staffing Services is responsible for the assignment of classes to rooms. In general, the procedure is as follows: Each School or Division is allocated a block of rooms to which it may assign its classes. After a specified date, all unused rooms revert to the Office of Academic Staffing Servies and are re-assigned to those areas in need of additional classroom space. All changes in classroom assignments are made by the Office of Academic Staffing Services.

723.100 Room Change Procedures (Memo: Vice President McCarthy 9-11-72)

It is the responsibility of the individual faculty member to limit his enrollment to the capacity of his assigned classroom. Requests for room changes made on the basis of over-enrollment are no longer honored by the Office of Academic Staffing Services.

724.000 Block Schedules

A group of minimum class schedules (9 or 10 units). Spaces in sections of courses in each group are reserved for freshmen enrolling in one of the blocks.

725.000 Conferences and Institutes

See the University Catalog

726.000 Cancellation of Class Meetings

As the University is obligated to maintain the published Class Schedule, professors should not cancel scheduled class meetings except in cases of emergency, such as illness. It is the policy of the University that, when more than two such cancelled classes occur in any given semester for a particular class, arrangements shall be made for a substitute professor. It is understood that, when a member of the faculty is absent from class on official University business, prior arrangements for holding this class should be made. In all cases, a faculty member must notify the Chair of the Department when he is to be absent from scheduled classes.

726.100 Responsibility for the Cancellation of Classes (Memo: Vice President McCarthy 9-21-72)

School Deans and Division Chairs have final authority and responsibility for compliance with the established class size minima which are:

lower division - 13
upper division - 10
graduate level - 5

Deans and Division Chairs are responsible for maintaining, in written form, justifications for the retention of classes below the established minima. These documents will be available in the appropriate office at the time of the post-audit by the Department of Finance.

727.000 The Staffing Formula

The State University Staffing Formula was proposed in 1949 to serve as an instrument for determining the number of full-time teaching positions required to carry on instructional functions of varying student body size and programs. It has been used over the years as a formula for generating new faculty and for discriminating between the different types of instruction on the campus and their faculty needs. It has also served to establish a system of class size, room limits,hours of teaching in relation to units of credit, and the types of instruction that various departments and disciplines carry on.

The Staffing Formula is based on the presumption that teaching faculty would work a 40-45 hour week. This is converted to an equivalent of 15 units, 3 units for non-teaching assignments (4 - 9 hours; this is the basis for all faculty keeping at least four hours of office hours) and 12 units of teaching. The 36 hour teaching workweek is divided into five categories of classes, each with a different ratio of classroom hours to units taught: lecture-discussion classes, activity classes, laboratory classes, coaching, and supervision. Most of these categories contain maximum student sizes, generally largest in the lecture-discussion and declining in other categories. These categories and class sizes are called "C" classifications. Each department is assigned certain C-type courses which it may offer, depending on what the drafters of the staffing formula assumed was the type of instruction that discipline would need. Thus the staffing formula in effect delimits the nature and size of classes in the various departments. A list of the most used C-categories is presented in Appendix 1.

727.100 The K factor

A mathematical expression of the consideration that, since faculty spend more hours with students in activity, laboratory and coaching classes than the students receive units (student units), the number of different classes or sections which they teach should be less than in the case of a lecture or lecture-discussion class in which the instructor meets the class one hour per week for each student unit. In the latter case, the number of student units is multiplied by a "K" factor of 1 to compute teaching units (TU). In activity, laboratory and coaching classes, the K factor ranges from 1.3 to 6.0 in computing teaching units.

Teaching units are computed as follows: (number of) sections X (student) units X K (factor) equals Teaching units. The comparison of TU's with Student Credit Hours (SCH) (number of students enrolled X total units of courses) produces a measurement of the ratio of students to faculty in various departments which includes the variables contained in the staffing formula

728.000 Class Limit

The appropriate class size for a given class section.

729.000 Class Breaking Point

The maximum size that may be attained by a given class section.

730.000 Policy on Upper Limit for Class Size (Memo: Vice President McCarthy 9-8-72)

Assignment of class sections to rooms is done on the basis of the higher "breaking point" value rather than "limit". The number of class cards produced for registration will be determined by the "limit" value. It is intended that the difference between "limit" and "breaking point" will provide faculty with some discretion for enrollment by petition. Where a class must be scheduled in a room with a student station capacity equal to or less than the "limit" value, the student station capacity of the room will determine the number of class cards to be produced. Under such circumstances, petition enrollments would not be possible.

730.100 Class Enrollment Policy with Regard to Breaking Point & Limit (Memo: Vice President McCarthy 9-15-70)

No petitions shall be approved that will cause enrollment in any class to exceed the breaking point or the limit of the facilities, whichever comes first. (Refer to minutes of Deans' Meeting, September 15, 1970).

731.000 Academic Policies and Regulations with Regard to Classes

The details of academic policies and regulations are stated in the University Catalog for the current academic year. It is the purpose of this section to discuss those which appear to require either further explanation or background information. See the Catalog for a discussion of the following topics:

a. Grading System
b. Special Grades
c. No Report
d. Incomplete Work
e. Credit/No Credit (See also UPS 330.100)
f. Grade Reports to Students
g. Grade Point Averages
h. Repetition of Courses

731.100 Academic Advisement

Details concerning academic advisement, selection and change of major, degree or credential objective, and preparation for professional programs are described in the University Catalog and the Schedule of Classes.

731.101 Attendance Policy (Office of the Registrar, 8/73)

While class attendance is not recorded officially by the University, regular attendance in class is often essential to success in a course. The policy on class attendance is within the discretion of the individual faculty member and shall be announced by the faculty member at the first class meeting of the semester.

731.102 Initial Class Meeting

See Schedule of Classes.

731.103 Instructor-Initiated Drops (Office of Registrar, 8/73)

(To be effective with the Spring Semester, 1974) A student who registers for a class and whose name appears on the first-day-of-classes list should attend all class meetings in the first week (five class days) or the first two class meetings, whichever alternative covers the longer time span. If the student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed, the student may then be administratively dropped from the class by the instructor. This administrative withdrawal (drop) shall be without penalty ("W") and must be filed by the instructor with the Registrar no later than the 20th day of instruction (census date).

731.104 Class Lists (Class Rosters) (Office of Registrar, 8/73)

The Registrar's Office distributes a class enrollment report on Monday morning of the first week of classes. This report lists the names of all students officially enrolled(fees paid) in each class as of the end of registration; the report is titled Class List No. 1.

A revised report is issued after the University Census Date (20th day of classes) which reflects changes in program (adds/drops) to that date. Any student whose name does not appear on the revised list should be referred immediately to the Registrar's Office to clarify his status.

731.105 Verification of Study List (Office of the Registrar, 8/73)

After the Census Date during the fifth week of instruction each student is mailed a post card on which is listed, by computer code number, all classes in which that student is enrolled for the current term. The student should verify the correctness of the study list and resolve differences immediately with the Registrar's Office. If the listing is correct, the student has nothing to do.

731.106 Auditors

See the Schedule of Classes.

731.107 Change of Program

See the Schedule of Classes.

731.108 Grading (Office of the Registrar, 8/73)

On July 24, 1973, the Chancellor approved a new grading policy for implementation at California State University, Fullerton beginning with the Fall Semester, 1973. A special publication will be distributed to all faculty in early September, 1973 which will explain the new grading policy.

731.109 Report of Final Grades (Office of Registrar, 8/73)

The final grade that a student receives is the prerogative of the instructor concerned. A final class list is distributed by the Registrar approximately 3 days prior to the start of final examinations. Instructions for completion of grades and for returning grade reports accompany the final class list. It is extremely important that grades be returned by the announced deadline. Late reports delay computer processing and grade report mailing to students by the University.

731.110 Verification of Final Grade Reports (Office of Registrar, 8/73)

After grades have been reported and recorded, a Final Grade Verification and Grade Distribution Report will be sent to each instructor with the final grade recorded for each student. This report should be reviewed to verify the accuracy of the grades as they were assigned. If a discrepancy exists between the grade assigned and the grade recorded on this form, the Office of the Registrar should be notified. This report includes a grade distribution table for each class section. The report is also distributed to school deans and department chairs.

731.111 Grade Changes (Office of the Registrar, 8/73)

All grades except Incomplete (I) are final when filed by the instructor in his end-of-term course grade report. Each student is notified by mail of the grades earned during the term. These grades become a part of the official record and may be changed only upon official authorization by the instructor and department chair.

In unusual circumstances when the instructor is no longer available, a change may be authorized by the appropriate department chair and school dean.

All changes must be made on the Change of Grade Card obtained from the Office of the Registrar. This card must have the signature of the instructor, division or department chair(and school dean if instructor is no longer available) except in the case of the removal of an Incomplete which requires only the signature of the instructor.

731.112 Grade-Point Averages: Repetition of Courses

See University Catalog

731.112A Applicability of CR, S, and P Grades to a Master's Degree Study Plan

See UPS 330.113

733.000 Meeting of Regularly Scheduled Classes in Private Homes or Other Off-Campus Facilities (Memo: Vice President McCarthy, 10/13/70)

Regularly scheduled campus classes shall not be held in homes or other off-campus facilities. Fieldtrips are exceptions to this rule.

734.000 Fieldtrips (L: 64-78; L: 69-382)

As an insturctor generally cannot be held responsible for the acts of a student as the student travels to and from the classroom, the instructor generally is not responsible for the acts of a student to and from the site of a fieldtrip. This is particularly true where state transportation and a state-approved driver were made available to the student and/or the student was free to select his own mode of transportation. At no time may an insturctor use a student as a driver in a carpool fashion to transport other students to or from a fieldtrip site whether the student uses his personal vehicle or a state-owned vehicle.

An instructor's responsibilities and liabilities at the fieldtrip site are similar to those in the classroom. In both cases, the instructor should take every reasonable precaution to avoid injury

to any member of his class.

In case of injury and suit, the State, upon request of the faculty member named in the law suit, will represent and defend the faculty member and will pay all settlements except for those of a punative or exemplarly nature.

735.000 Restriction On Places for Smoking

See UPS 330.210

736.000 Use of Tape Recorders in the Classroom

See UPS 330.230

740.000 Teacher Preparation

See UPS 411.400

741.000 Assignments and Work Load

Refer to Section 300.100

742.000 Assignment of Offices and Classrooms

Assignment of office space for faculty within the schools is the responsibility of the appropriate dean or his designee.

Assignment of office space for administrative personnel is the responsibility of the Associate Vice President, Facility Planning and Operation. (Refer to Section 720.000)

743.000 Faculty Obligation to Meet Classes (Ex. Order 79; FSA 69-70)

The President shall assure himself that his faculty maintains the highest professional standards and meet its assigned obligations to the students. Dismissal by an individual faculty member of his classes as a demonstration in support of a particular social or political movement shall be considered a violation of professional ethics and a failure or refusal to perform the normal and reasonable duties of the position, and the President shall institute formal disciplinary proceedings in such cases.

It is recognized, that from time to time, individual faculty members may decide that particular classes should be adjourned to enable the student to participate in appropriate guest lectures, academic convocations, or special seminars. The faculty member must, in such circumstances, assure himself that such activity furthers the academic goals of the student in that particular class. The faculty member must be prepared to justify such dismissal if called upon to do so.

744.000 Office Hours (Fac Hndbk 5/70)

Each faculty member is expected to maintain a minimum of four office hours each week of the academic year. These hours should be distributed through the week at varying times of the day, in accordance with the particular policy established by the department. The office hours should be arranged in appropriate periods to discharge the responsibilities of program advisement and student conference as needed.

744.100 Obligation of Faculty to Provide Student Consultation (FSA 73-14)

The campus president will take those actions he deems necessary to

assure himself that all faculty (full-time and part-time) are making themselves available to their students for consultation.

745.000 Classroom Procedure (Fac Hndbk 5/70)

Faculty members are expected to utilize the full class hour, begin and end classes on time, and to be punctual in meeting classroom obligations. All three-unit courses meeting only once a week are to be scheduled for a minimum of 165 minutes to allow for a fifteen-minute break approximately midpoint in the period. Two-unit classes scheduled for only 100 minutes will not include a break.

Student discipline cases should be referred to the Dean of Students through the Department Chair.

747.000 Outside Speakers (Fac Hndbk, 5/70)

Requests for outside speakers who are to appear at open meetings are submitted through the department to the Public Events Board, and to the Office of Public Information. These requests should be submitted well in advance of the time the speaker is to appear. If an honorarium has been authorized and is to be paid the speaker, the University Accounting Office will prepare an invoice form for the signature of the speaker.

748.000 Cases of Capricious or Prejudiced Conduct Toward Students By Instructional or Administrative Faculty

See UPS 300.030

749.000 Examinations and Grading

The preparation of examinations and the assignment of grades is the responsibility of the individual faculty member.

748.100 Final Exams (Office of Registrar, 8/73)

If the department has determined that final examinations shall be required in a course, the examinations will be given at times scheduled by the University. This schedule may not be changed unless approved by the dean of the school. No makeup final examination will be given except for reason of illness or other verified emergencies. The length of each final exam should not exceed one hour per unit of credit.

748.101 Grading Policy(Fac Hndbk 5/70)

The final grade that a student receives is the prerogative of the instructor concerned. The official grading system is described in the University Catalog and information

regarding a department's average grade distribution is available through the Department Chair. See Section 731.108 which deals with grading policies.

749.102 Security on Examinations (Fac Handbk, 5/70)

Every precaution should be taken to insure proper security for examinations that are typed or duplicated at the University. Under no circumstances should student assistants engage in typing or duplicating of examinations.

749.103 Academic Dishonnasty (Office of Registrar, 8/73)

Each professor has the authority to deal with incidents of academic dishonesty in his classes as he sees fit. Incidents involving cheating on examinations or plagiarism on assigned papers may result in an "F" on the examination or term paper, an "F" in the course, or both. In some instances, it may be that a simple warning by the professor is sufficient.

If the professor believes that the infraction is of a more serious nature than the penalty he is able to assign would indicate, he may file a disciplinary complaint with the Dean of Student Services.

750.000 Visiting Examiners

See UPS 420.102

751.000 Approval of Degree Candidates (Office of the Registrar, 8/73)

In accordance with the California Administrative Code, Title 5, each candidate for a degree must be approved by the faculty before a degree may be awarded. Following a check of the candidate's record by the department, the Registrar and, in the case of a graduate student, the Graduate Studies Office, a list is prepared by the Registrar and sent to all academic departments for faculty review. This is done in late November for Fall Semester Candidates and in May for both Spring Semester and Summer Session candidates (who graduate in September).

Any faculty member objecting to the candidacy of any person or persons on the list shall send this objection in writing to the Registrar within two calendar weeks of the date of distribution of the list.

The absence of objection filed with the Registrar constitutes apporval of the candidates.

The Registrar shall report to the Faculty Council after final grades are verified that the candidates list has been approved as the List of Official Graduates, with modifications noted if any.

752.000 Faculty Research Grant Program

See UPS 280.000

753.000 Publications (Fac Hndbk, 5/70)

Publications to be reproduced and/or distributed on campus must be cleared with the Public Information Officer.

754.000 Release of Faculty Names (Fac Hndbk, 5/70)

Generally, the names of faculty will not be released to commercial firms. Book salesmen, publishers' representatives and others should be referred to the Public Information Office.

755.000 Scholarly Work, Use of Clerical Staff in Preparation (Fac Hndbk, 5/70)

Staff personnel may type scholarly or research papers and reviews when time permits for those faculty members who do not have grants to support such work. Books, reviews, or articles for which the author expects remuneration or reimbursement for publication costs, doctoral dissertations or theses shall not be typed or mimeographed by staff personnel.

756.000 Participation In Commencement Exercises (Fac Hndbk, 5/70)

The Faculty Council has adopted the policy that all faculty are expected to attend the Commencement exercises, except for urgent business. Faculty members are requested to notify Department Chairs if they are unable to attend Commencement exercises.

756.100 Procedures for Selecting the Faculty Marshall

See UPS 291.000

760.000 Establishment of Enrollment (T5: 40650-651)

Admissions to a campus shall be limited on the bases of authorized academic plans and programs, and the number of students for whom facilities and competent staff are available to provide opportunity for an adequate universtiy education. Upon establishment of enrollment quotas for any campus, admission of students otherwise qualified shall be within such quotas with the objective of providing maximum opportunity and appropriate diversity among students.

760.100 Full-Time Students (Fac Hndbk, 5/70)

Students who carry 12 or more semester units of work are considered full-time students. Anyone carrying a program in student teaching may be considered a full-time student with a minimum of 10 semester units.

761.000 Admission and Registration

See the University Catalog for a discussion of the following:

Relations with Schools and Colleges
- Requirements for Admission
- Application Procedure
- Admission Categories and Quotas

Undergraduate Admissions Requirements
Admission of Graduate Students
Admission of Students from Other Countries
Summer Session Students (See also Section 794.100)
Readmission of Former Students
General Information About Admission
Evaluations of Academic Records
- Evaluation of Transfer Credits
- Acceptance of Credit
- Transfer of Credit from a Community College
- Credit for Military Service
- Credit of Extension and Correspondence Courses
- Credit by Advanced Placement
- Credit by Examination (See also Section 705.101)
- College Level Examination Program (See also Section 705.102)

Registration (For current details each semester, see Schedule of Classes)
- Computerized Records System
- Late Registration
- Changes in Program
- Concurrent Enrollment
- Auditors
- Handicapped Students

Veterns
Selective Service

Reserve Officers' Training Corps
Fee Schedule
Refunds

761.100 Academic Records and Transcripts (Office of Registrar, 8/73)

The permanent academic record of a CSUF student is that card upon which "the Official Educational Record" of a student is entered. At this university the card is often referred to as the permanent record card (PRC).

The PRC is copied to produce a transcript which may be used for various purposes by both the student and the faculty.

The Registrar is responsible for custody, safe-keeping and maintenance of student academic records.

762.000 Records and Regulations

See the University Catalog for a discussion of the following:

Enrollment Definitions and Regulations
- Unit of Credit
- Classification in the University
- Maximum Number of Course Units
- Initial Class Meeting (See also Schedule of Classes)
- Undergraduate Students Taking Graduate Level Courses

Transcripts
Continuous Residency Regulations
- Good Standing
- Choice of Catalog Regulations for Meeting Degree Requirements
- Continuous Enrollment for Graduate Students
- Leave of Absence
- Complete Withdrawal from the University

Student Honors
- Dean's List
- Honors at Graduation

Probation and Disqualification
- Academic Disqualification
- Student Conduct
- Debts Owed to the University

Right of Petition
Right of Academic Appeal

763.000 Residence Tuition (L:64-221; E.C.:23754)

No admission fee or tuition fee is required of any non-resident student who is a full-time employee of the California State University and Colleges System or who is the child or spouse of a full-time employee of the System.

764.000 Tuition and Fee Exemption (Chpt 1532-Assembly Bill 338; E.C.:23060 & 23762)

This bill prohibits the CSUCS from collecting any fee (including parking, summer session) or tuition from the children of law enforcement personnel or firemen who are killed (or die later of injuries) as a result of the performance of official duties.

765.000 Student Capacity to Borrow (Chpt 747-Assembly Bill 1454)

Contracts for educational loans to minors at least 18 years old are enforceable in specific situations.

765.100 Withholding Student Records for Failure to Attend Exit Interview (L:71-1455)

The University has the authority to withhold such records as diplomas when a student who has borrowed National Defense Student Loan money at the University has refused or negleted after repeated requests to attend an exit interview upon leaving the University.

766.000 Associated Students Senate University Policy Statement

See UPS 100.003

767.000 Statement of Students Rights and Responsibilities

See UPS 300.000

768.000 Appeals Board

See UPS 300.031

769.000 Student-to-Student Tutorials

See UPS 410.100

770.000 Fraternities and Sororities

See UPS 300.060

771.000 Illegal Use of Drugs by Students

See UPS 330.231

772.000 Use of Alcoholic and Malt Beverages by Students and by Student Organizations

See UPS 330.232

773.000 Student Research Fellowship Program

See UPS 370.103

774.000 Student Rating of Instruction

See UPS 210.000: 2.6

780.000 Support for Established Programs (T5:41700)

Each campus shall maintain the facilities necessary to meet the requirements for the degrees and credentials authorized.

781.000 Library (T5:41702)

The University Librarian in consultation with the Library faculty, is responsible for general supervision of library functions, developing and submitting budgets, int[illegible]ing the library program with the instructional program, and p[illegible]ning for future programs and facilities.

781.101 Acquisitions Section

The Acquisitions Section receives requests for library materials; performs bibliographic processing; orders and receives materials; searches for out-of-print publications; provides for purchases in accordance with budgetary allocations.

781.102 Faculty Council Library Committee

The Faculty Council Library Committee, which has four members elected at large by the Faculty Council with the University Librarian as an ex-officio member, considers policy matters affecting library services, advises the University Librarian, and aids in coordinating the work of the library with the needs of the instructional departments.

781.103 Budget and Financial Control

Upon the advice of the Library Committee, certain funds are allocated to departments to be spent for materials requested by faculty members. Other funds remain in a general fund from which special and unusually expensive items, administrative materials, and materials needed to keep the collection in balance or to provide for certain anticipated needs are purchased. Each department sets up its own system of control for the requests of its members which are to be purchased from funds allocated.

781.104 Priorities

A priority of "Rush" has been established for items needed in emergencies. Such requests will be processed from hand-to-hand if available personnel time permits. If this priority is to remain effective, it must be used sparingly.

Control of flow of routine materials by the departmental library coordinator is the most effective way of imposing

priorities on routine materials. The Acquisition Librarians will work with departmental coordinators to put such control schemes into operation.

781.105 Out-of-Print Book Requests

If the Acquisitions Section cannot determine whether a book which is found to be out-of-print should be searched, the request for the book will be returned to the originator with a request for a decision as to whether an expensive search is worthwhile. If the originator decides a search should be made, he should return the card marked, "Search".

781.106 Reviews

Notices of reviews in general, reviewing media and brochures which may be of interest, will be sent to departmental library coordinators as staff time allows. If books listed in these notices are desired, requests for them should be sent on the usual order card with the notice or brochure attached.

781.107 Services to the Faculty

(a) Library budget permitting, materials will be procured on inter-library loan without charge for faculty members who need these materials in order to carry out their duties.

(b) Reference questions will be answered by the library staff as a routine matter. If staff time permits, research in bibliographic materials will also be undertaken at the request of faculty members.

(c) Facilities are available to reproduce bound and microfilmed materials. Because of library budget limitations, charges will be made to a department or person.

(d) Circulating materials will be charged out to faculty members with no due date. From time to time notices of books charged out will be sent out with a request to return those which are no longer needed. Books which are in demand will be called in. Non-circulating materials may be withdrawn for brief periods with the permission of the head of the Reference section.

(e) Materials needed permanently in office, laboratory, or classroom will be purchased from departmental allocations and charged out on departmental loan to the department involved and to the person responsible for their security. The library staff will inventory such books periodically.

(f) Faculty members may place on reserve books for which they anticipate heavy demand. Such requests should be made as far as possible in advance of expected use of the book on forms available from the Readers Services staff of the library or from a department secretary.

(g) The IBM circulation system used by the library makes possible studies of various kinds in connection with the borrowing of books by students. The library will undertake such research at the request of faculty members when personnel and machine time are available. On the same basis, it will produce bibliographies on IBM cards or on lists.

(h) Faculty use of library facilities at the University of California, Irvine, is available upon presentation of proper identification as a member of CSUF faculty.

(i) The UCLA dictionary catalog is available in the Reference Section. Courier service to UCLA will be provided as funds permit.

781.108 Utilization of the CSUF Library by High School Students

See UPS 500.308

781.109 Agreement on Mutual Library Use

See UPS 507.001

781.110 Study Space in the Library for the Blind

See UPS 500.305

781.111 Library Clearance

Faculty who are terminating are required to obtain a written clearance from the Library. Such a clearance normally takes two days since all records must be processed through the computer.

Instructional Media Center (A.V. Aids T5:41704; Television T5·41705)

782.100 The Director of Instructional Media Center

The Director of I.M.C. is responsible for organizing, developing and directing a university-wide program of services in the audio-visual and television fields.

782.101 Audio-Visual equipment

16mm motion picture, 35mm filmstrip, 2" x 2" x 4" slide projectors, overhead and opaque projectors, record players and tape recorders are available for faculty and student instructional use.

782.102 Audio-Visual Materials

16mm motion picture films, slide sets, filmstrips, instructional kits, tape recordings and study prints are stored in the Instructional Media Center. Library lower level, and are listed in the University Catalog of Audio-Visual materials.

782.103 Distribution of Audio-Visual Equipment and Materials
Memo: Dr. Zeltzer, 9-18-73)

Portable types of equipment are to be picked up and returned to the Instructional Media Center. Heavier pieces of equipment will be distributed if sufficient advance notice is given and the proper forms are completed.

Instructors or other state employees are required to sign the Responsibility Statement when taking a portable equipment. (E.C. 28802)

Use of equipment "off campus" is restricted and requires approval of the Director of the Instructional Media Center

Extended loan privileges are restricted to those instructors who can show evidence that they will use the equipment no less than four periods each day. Instructors may (as a group) make a request for extended loan.

782.104 Film Rental Services

Audio-Visual services has a film rental budget to serve all schools in the University. A collection of reference catalogs from major film rental libraries in the United States is maintained. Up to one month should be allowed for processing a rental request and securing the film.

By rental arrangement, materials listed in the Instructional Media Center Catalog, and the Orange County Film Catalog from the Office of the Superintendent of Schools are also available for faculty and student use. A minimum of one week should be allowed for processing orders and securing materials from the County Audio-Visual Center. Request forms are available at the Instructional Media Center.

782.105 Production of Audio-Visual Materials

Overhead projector transparencies, signs (Embosograph), charts, diagrams, and illustrations can be produced for faculty members. Photography service is available for production of 2" x 2" color slides and black and white still photographs. A tape duplication service is also provided, and limited videotape recording is available. Two weeks must be allowed for the production of audio-visual material.

782.106 Preview Rooms

Preview rooms are available for faculty and students desiring to preview projection materials and for pre-hearing recorded tapes and records.

783.000 Philosophy, Functions and Operations of the Computer Center and Office of Institutional Research

See UPS 100.302

783.100 Computer Usage Policy

See UPS 100.302

784.000 Research Organizations and Services and Special Study Centers

See University Catalog for a discussion of the following:

Center for Research in Business, Economics and the Community
Center for Economics Education
Real Estate Research Institute
Technological Studies Institute
Joint Institute for Urban Studies
Center for Governmental Studies
Institute for Molecular Biology
Reading Center
Laboratory for Phonetic Research
Special Education Clinic
Speech and Hearing Clinic
Tucker Wildlife Santuary

785.000 California State University, Fullerton Foundation

The Foundation is a non-profit corporation chartered by the State of California, existing on state property by authority of the Education Code, operating within a broad framework approved by the Trustees of California State University and Colleges. The purpose of the Foundation is to provide a legally recognized organization with power to contract, receive, own, and dispose of property separate and apart from the State in order to further the educational obejctives of CSUF and to render services either impossible or impractical under existing regulations, including operation of the Bookstore and Food Service and the fiscal administration of Federal and other grants and contracts.

785.100 Titan Bookstore

Faculty textbook requisitions are due in the Bookstore according to the following schedule:

Fall semester - April 15
Spring semester - November 1
Summer Session - April 1

The Bookstore administration should be advised immediately of: (1) change of instructors; (2) change of section number; (3) cancelled classes; or (4) revised schedules.

785.100:A Desk Copies of Textbooks

Publishers feel that the granting of desk copies is a privilege extended by the publisher, rather than a right of the instructor to such a copy, so publishers would prefer to keep control in their own hands. Publishers definitely prefer that instructors write for their own desk copies. Emergency copies will be loaned by the Bookstore.

786.000 Facility Reservation Procedures

Faculty and staff should address their requests for forms to the Office of Public Affairs. Off-campus groups and conference-type meetings should address their requests to the Coordinator of Conferences and Institutes. Faculty requests for facility reservations must be approved by the appropriate department chair.

786.100 Scheduling of the Little Theatre and the Recital Hall
(Presidents Cabinet, 5-2-67)

The Mondays in each semester prior to a production are reserved for the use of the Drama Department.

787.000 Student Access to Campus Facilities During Off-Campus Hours
Academic Affairs Council 2-22-71)

Only handwritten forms signed by the professor and the department chair will authorize a student to be in a building during off-campus hours.

788.000 Student Personnel Services (T5:41701)

Each campus shall maintain an adequate staff to provide student personnel services to include counseling and testing activities, housing, health services, placement and admissions and records.

788.100 Student Services and Activities

See University Catalog for a discussion of the following:

Office of Dean of Students
Counseling and Testing Services
Student Activities
Student Residence Center
Student Health Services
Financial Aid
International Education
Vocational Rehabilitation Services
Educational Opportunity Program
Placement Services
Judicial Affairs
Alumni Affairs

THE UNIVERSITY CONTINUING EDUCATION PROGRAM

790.000 Introduction

The California State University, Fullerton through its Continuing Education program, provides for the needs of students, usually adult, who are interested enough to spend their time and resources in improving their skills, their life satisfaction or professional competence.

The Continuing Education program also provides opportunities for faculty and students to participate in innovate programs.

790.100 State Regulations Governing Continuing Education

1. All Continuing Education activities must be fiscally self-supporting. Revenues from student fees shall cover all costs--instructional, administrative, and operational.

2. Student fees and faculty salaries are set periodically by the Trustees of the California State Universities and Colleges.

3. University facilities may be used by Continuing Education.

4. A fixed portion of revenue in the Continuing Education program shall be allocated for payment of services provided by the University and for the support of the office of the Statewide Dean of Continuing Education in the Chancellor's Office.

5. Credit given in Summer Sessions courses and approved External Degree programs shall be residence credit and applicable, without limitation, to degree objectives. Extension credit up to a maximum of 24 semester units can be used for degree purposes at the baccalaureate level. A maximum of six units of extension credit can, with the approval of the departmental graduate committee, be used for purposes of obtaining a Master's degree.

791.000 Establishment and Maintenance (T5: 40300)

Each campus may establish and maintain extension courses and services when authorized to do so by the Board of Trustees.

791.100 Extension Classes and Conferences: Philosophy, Functions and Recommendations

See UPS 450.000

792.000 Extension Courses

1. Extension courses may be offered for credit or no credit.

2. All courses to be offered by the Extension Program shall be approved by the appropriate Department Chair. All new courses shall also be approved by the Department Curriculum Committee.

3. Non-credit extension courses may be offered after consultation with the appropriate Department Chair and the administrator in charge of Continuing Education. A report on the status of non-credit offerings shall be made annually to the Faculty Council by the Educational Services Committee.

4. No credit shall be given to students for a one-day course.

5. A course not enrolling a minimum number of students to provide sufficient revenue for its continuance will normally be cancelled.

792.100 Extension Student Enrollment in Regular Session Courses
Academic Affairs Council 12-6-71

California State University, Fullerton does not enroll extension students in regular curriculum offerings.

792.101 Extension Credit for Baccalaureate Degree

The maximum extension credit which will be accepted toward baccalaureate degrees is 24 semester units, of which not more than 12 units may be transferred from other colleges or universities. Six semester units of extension credit may be applied toward a master's degree with appropriate approvals. Extension credit may not be used to fulfill the minimum residence requirements for graduation.

792.102 Extension Financing

The instructional costs of extension services are fully reimbursed from fees charged the students (see University Catalog). Income from courses must meet expenses and this determines the number of classes and the size of classes which may be authorized. In most instances, an enrollment of at least twenty students is required for the establishment of an extension course.

793.000 Extension Faculty

1. When recruiting a teaching staff for the University Extension Program, preference shall be given first to full-time members of the faculty, second to part-time faculty. Part-time members of the teaching faculty provide a ready source of departmentally approved instructors and should be used whenever possible.

2. Persons who are not members of the University teaching faculty and who wish to teach extension courses shall submit their credentials to the appropriate departmental committees for evaluation. Approval to teach an extension course shall be given in writing by the appropriate Department Chair.

3. Each department may establish guidelines concerning the number of extension courses to be taught by each of its faculty members.

794.000 Philosophy, Function and Operation of the Summer Session Program

See UPS 250.000

794.100 Admission to the Summer Sessions

The University does not require an advance application or transcript from students registering for credit courses in the summer sessions. However, students are expected to have satisfied the prerequisites for the courses in which they register. Admission to summer session does not grant admission to the regular session. (See also University Catalog).

794.101 Authorized Student Load in Summer Session

See Title 5: 40201 and University Catalog.
Not more than one semester unit may be earned for each week of attendance in summer session, except that upon approval of appropriate campus authorities, additional semester units may be earned at the rate of one-half unit for each three units for which a student is registered in a three-week period.

794.102 Summer Session Students

Summer session students are not required to provide transcripts from colleges previously attended or to possess a specific grade point average. They must, however, meet all course prerequisites.

794.102:A Auditors

Inasmuch as matriculation is not required for summer school or extension, a student may be permitted to audit a course offered during the regular summer session, provided he has the approval of the instructor and there is sufficient room in the class so that he does not take the place of a qualified student.

794.103 Summer Session Financing

Instructional costs are financed by student fees, but some campus services are carried by the budget of the University from State funds. Student fees for summer session attendance are stated in the University Catalog.

794.103:A Summer Session and Extension Fees (L 64-97; T5:41802.c.e

Summer session and extension fees are tuition fees.

795.000 Summer Session Faculty

To establish and maintain equitable criteria for the assignment of instructional personnel to teach during the summer sessions, the following operating policies shall apply:

1. All instructors shall meet the same academic requirements as the faculty of the regular academicyear.

2. Ordinarily, every effort should be made to fill available teaching positions in summer session from the ranks of the regular faculty of the department.

3. Department Chairs, or those selected in place of them, who teach in the summer session may be compensated as Department Coordinators subject to the concurrence of the Office of Continuing Education and Deans of Schools.

4. Six units is the maximum teaching load for regular, full-time faculty during any one summer. Proposed variations from this standard will be a matter of individual consideration, with school and college administrators assisting in the decision.

5. A faculty member who is not returning for the following year by the action of the University shall not be assigned to University employment beyond the time that his contract expires in June. Thus, such a faculty member shall not be employed for the following summer session.

6. The department shall assume the responsibility for developing criteria to ensure equitable distribution of summer school teaching loads.

795.100 Summer Session Teaching Policy (Academic Affairs Council 3/22/71)

Exceptions to UPS 250.000 have been made authorizing faculty members who are in the fifth or terminal year at the campus to teach summer school when the sole reason for non-reappointment is lack of the doctorate. This exception is granted by the Vice President of Academic Affairs when there is sufficient documentation that the faculty member is an effective teacher.

796.000 Remuneration of Summer School Faculty Where Classes Have Been Cancelled Because of Deficient Enrollments

See UPS 251.001

796.100 Compensation to those Faculty Members Who Expend Time and Money on the Expectation of Teaching Summer School Courses Which May Not Materialize

1. When early registration for the Summer Session has been completed, it shall be assumed that those courses which have seven or more registrants have a reasonable chance of making.

2. In the event, however, that the necessary number of registra- does not materialize after classes begin, thus causing such classes to be cancelled, the faculty member assigned shall be paid the sum of fifty dollars as compensation.

3. If, however, after early registration has been completed, a class has enrolled fewer than seven students, it shall be judged as unlikely to make by the time that Summer Session classes begin.

4. In such cases, the faculty member to whom such a class has been assigned shall be informed in writing by the Summer Sessions Office that his class is unlikely to make.

5. Upon receiving such a letter, the faculty member, in consultation with his department, may choose either to cancel the class in question or to await the possibility of sufficient enrollment.

6. If, however, sufficient enrollment is not forthcoming, the faculty member shall not be eligible for remuneration as above stipulated.

7. The number noted in item three above is subject to review and report to the Faculty Council no later than April 1 of each spring semester.

796.102 Visiting Instructors

1. It is the department's option whether faculty from outside the state shall be hired or not.

2. It shall be policy to pay only the standard salary for outside faculty and any exception will have to be approved by the appropriate Faculty Council committee and the Vice President for Academic Affairs.

3. It will be the responsibility of each department to provide work for the professor in case his class fails.

797.000 Summer Session Courses

1. The appropriate academic dean and department chair (or department's designee), in consultation with the Office of Continuing Education determines the course offerings, time schedules, wherever possible, and the rooms to be used. It is urged that appropriate administrative officers plan programs which are realistic in terms of expected enrollment and curricular needs, except in special situations. This careful planning of summer session programs will contribute to a minimum of class cancellations. Hence, the criteria for the selection of courses should include the following:

a. Projected summer school enrollment, to be determined by the Office of Continuing Education in conjunction with the Educational Services Committee of the Faculty Council.

b. Overall department needs and objectives.

c. The necessity of programs of an experimental nature.

d. The needs of graduate or credential students, the in-service needs of professionals in business, education, etc.

2. Departments which in any one summer had classes cancelled because of low enrollment, shall in the following summer limit their number of class offerings in any one session to the number which actually succeeded, plus any percentage of University-wide predicted growth in the summer sessions. Exceptions may be made in consultation with the Department Chair, the School Dean, and the Office of Continuing Education. It is understood that young and growing departments as well as those receiving federal and other grants for coursework may be excepted from this provision.

3. Those departments which have a surplus beyond the established class support level shall be permitted to apply 20% of the surplus above their support level to saving courses in their own departments.

4. When classes are cancelled because of low enrollments, the School Dean, the Department Chair and, if necessary, the faculty members involved should participate in the decision.

5. Uneconomical classes should occasionally be retained when it seems desirable because of the uniqueness of the course and the needs of students.

6. The printed catalog of Summer Sessions course offering is to be considered binding upon the departments. Once a course has been listed in the Summer School catalog, each department is responsible for staffing the offerings as published.

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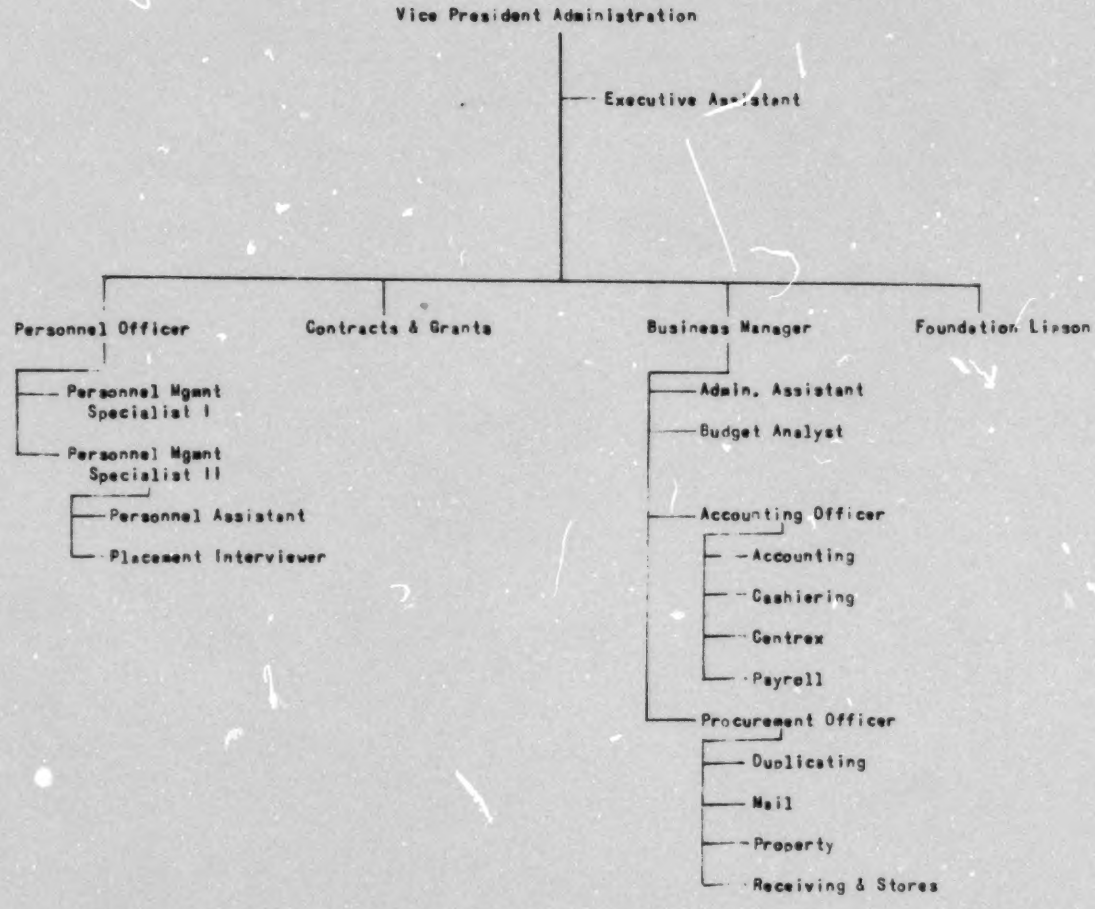
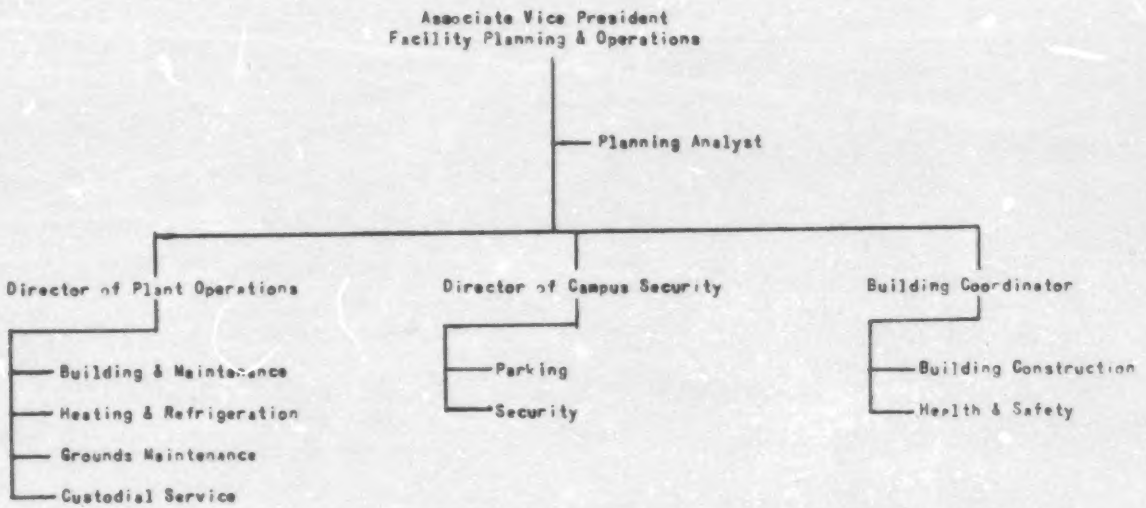
800.000 ORGANIZATION CHART



800.000A ORGANIZATION CHART



BUSINESS AND MANAGEMENT SERVICES (800.000 - 899.999)

ACCOUNTING

801.000 The accounts of the University are maintained in accordance with the uniform system of accounting for all State agencies. Subsidiary accounts are maintained to control specific allocations to schools, divisions and departments. Reports of balances remaining in these accounts are prepared monthly. However, reports of balances may be obtained from the Accounting Office at any time by interested University personnel.

802.000 Source of Funds

The major portion of the funds for operation of the University and for construction of campus facilities are obtained from State appropriations. Funds for operations are appropriated annually from the General Fund of the State of California. Funds for the construction of campus facilities are appropriated as justified, either from the general fund or from various bond funds.

802.100 Budget Requests

Each year the Business Manager will submit forms to the various schools, divisions and departments of the University which should be used for making budget requests. These forms should be completed and returned to the Business Manager on or before the date requested. The Business Manager will analyze these requests and discuss them, as necessary, with those responsible for their submission. The requests will then be included in the total budget for the University.

The funds allocated to the University by the State are usually insufficient to meet all of the demands for programs and services. In order that a priority of needs may be established, budget requests should be accompanied by a justification.

802.101 Budget Allocations

Upon approval of the annual budget by the Legislature and execution into law by the Governor, the Business Manager will notify the President and other Executive and Administrative personnel.

Where position and fund allocations are to be made, the Business Manager will prepare statistical data and proposed allocations. These will be coordinated with the President, Vice Presidents and other administrators as required. These executives and administrators will determine the allocations based upon the positions and funds available to the University,

the requests and justifications of the Departments, and the availability of other funds for the support of the department

802.102 The regulations of the State Department of Finance require that funds for the University be expended only in the manner approved by the Legislature in the budget. Funds budgeted for personnel may not be expended for supplies, equipment or services. Funds for equipment are budgeted for specific items of equipment. Substitute equipment items may be purchased with adequate written justification. The Government Code of the State of California expressly prohibits the over-expenditure of the budget allotment. Because of these regulations, and because of the necessity of maintaining adequate accounting records, all expenditures of University funds must be approved by the Business Manager before an obligation is made. An individual who obligates University funds without prior approval may become personally liable.

802.103 Revision of Expenditures

The expenditure program of the University may be revised for reasons of change in enrollment or other factors. Revisions, however, must be approved by the Chancellor's Office and in some instances by the Budget Division of the Department of Finance. Requests for revisions after approval of School Deans and/or University administrative officers must be transmitted to the Business Manager for analysis and submission to the Chancellor's Office.

802.104 Support Budget Preparation

Each year the University must submit a support budget request to the Chancellor's Office. Although the primary responsibility for the preparation of this request rests with the Business Manager, members of the faculty and staff of the University must cooperate in the compilation of the necessary data if the needs of the University are to be met.

803.000 Cashiering

University fees, Foundation monies, and NDEA student loan payments are collected by the Cashier (first floor of Business Administration Building). Card keys for parking are sold by the Cashier.

804.000 Purchasing

Purchases of equipment and supplies from University funds may be made only upon the issuance of a valid purchase order by the Purchasing Office. An individual making purchases in any other way may subject himself to personal liability.

Requests for issuance of a purchase order must be made on requisition forms supplied by the Purchasing Office and must be approved by a

previously designated official. The requisition should include the complete description of the item, the quantity desired, and estimated cost, and if possible two or more suggested vendors.

804.100 Equipment and Supplies Differentiated

Equipment funds and supply funds are included in the budget as separate categories. The funds budgeted for one category may not be used to purchase items included in another category. In general, equipment is defined as any item costing in excess of $25.00 per unit or that will not be consumed during use over a reasonable period of time. However, there are exceptions to this definition, and questionable items should be referred to the Purchasing Office before they are requisitioned.

804.101 Purchasing Lead Time

The time involved in processing purchase requests varies according to amount. The following illustrates the minimum advance time needed for processing requisitions of various amounts:

Under $500	Three weeks
Over $500	Sixty Days

If the item must be specially fabricated or is otherwise difficult to obtain, a greater lead time is necessary.

804.102 Receiving, Storage and Issue

All materials, supplies and equipment purchased from University funds must be received and processed through the Receiving Department. In emergency situations, when items are picked up or shipped directly to the individual, it is necessary that the receiving clerk be notified for a personal inspection of the items received. Only through this procedure may the necessary documents and invoices be properly processed.

Stationery materials and supplies (i.e., letterhead, folders, pens, etc.) may be obtained on Stores requisition forms supplied by the University stockroom.

804.103 Purchasing Handbook

The Purchasing Department publishes a handbook which explains the purchasing process in great detail. The handbook also contains samples of the various forms used by the Purchasing Department.

805.000 Duplicating Center

The University operates a duplicating center. Stencils and masters should be submitted to the duplicating center with a work-order request form. The duplicating center should be notified in advance of impending large jobs. Departments must pay duplicating services from their operating expense account.

805.100 Mimeograph and Spirit Process

All mimeograph and spirit process jobs will be run on white, 20 pound paper unless otherwise specified. When University letterhead is to be used, it should accompany the work order.

805.101 Multilith (Offset)

Multilith copy is prepared by typing material on 20 pound white paper for photographing. Typists unfamiliar with the preparation of copy for multilith should consult with the duplicating supervisor before preparation is attempted. All work must be camera ready when submitted to the duplicating center.

805.102 Restrictions on Duplicating Services

The duplicating center may process work only for valid University purposes. Personal work may not be performed under any circumstances. Work for self-supporting organizations that are allied to the University may be processed through the Foundation, and the organization will be billed for the cost of the job. However, official University business will have priority. The rates for duplicating services may be obtained from the duplicating supervisor.

805.103 Copiers (Xerox, 3M, Dennison, etc.)

Copying machines are locating in various administrative and departmental offices. These machines are leased from funds allocated to the using departments operating expense account.

Consequently, it is important that departmental control over usage be established in order to avoid early depletion of operating expense allotments. These machines may be used for personal copies by faculty or staff. The rate for this is 15 cents per copy, and the payment must be made in cash at the time the copy is ordered.

Students may not use these machines for personal copies. There is a coin-operated copying machine located in the Library for student use. Additional duplicating services are available at the Associated Student Business Office.

806.000 Personnel Office, Organization (Staff Handbook, #112)

The Personnel Office is available to assist each University employee and office in providing information in such areas as:

- Recruitment and Placement
- Group Insurance
- Reclassification Actions
- Workmen's Compensation
- Performance
- Merit Salary Adjustment
- Tax-Deferred Annuity Program
- Employee Benefits
  - Leave of Absence
  - Retirement
  - Training
  - Unemployment
- Staff Handbook

807.000 Payroll

The Payroll section of the Accounting Office maintains the official roster of established positions and prepares payroll and related documents. All work-study and student assistant earnings are computed and disbursed there.

Leave records for all University employees are maintained, and monthly attendance reports are reviewed prior to the release of salary warrants prepared by the State Controller.

808.000 Placement Center (Secretary Handbook, Exhibit #102)

Located on the seventh floor of the Administration Building and is staffed to help students and alumni of CSUF in:

(1) part-time and summer employment
(2) educational placement
(3) career placement in business, industry and government
(4) job bank referrals

809.000 Housing Office

The Housing Office offers many services to the faculty. This office can provide direct assistance and/or make referrals in such areas as:

(1) the renting and/or selling of homes
(2) the renting of apartments
(3) the locating of roommates
(4) providing legal information about the rights and responsibilities of renting or leasing housing.

810.000 University Club

Located on the west side of the campus facing State College Blvd. The University Club offers an assortment of dining rooms where conferences or meetings may be conducted over lunch. The facility also contains a larger general purpose dining room. Reservations for the smaller conference rooms must be made by calling the University Club.

810.100 Alcoholic Beverage Control (L65-364)

The on-campus sale of alcoholic beverages may be prohibited by the campus President acting under T5:42350. The Penal Code Section 172a does not prohibit the serving of liquor on a state campus. The facility selling or serving the liquor would have to be licensed by the Department of Alcoholic Beverage Control. While having the authority to issue such a license, the Department would refuse to do so.

CREDIT CARDS

811.000 Issuance of Credit Cards to Campus Employees (Notes: Business Manager, 2-10-72)

The State Administrative Manual authorizes the issuance of air travel, oil company and telephone charge cards. It also authorizes charge cards for obtaining use of state vehicles from state garages. No provision is made for authorization to obtain and issue other charge cards such as American Express, Hertz, Diners Club, etc.

811.100 Use of BankAmericard (Record Sept. 25, 1972)

Faculty and staff may use BankAmericard to pay parking fees. A one per cent service charge will be charged by the Bank of America to the user. Only California BankAmericard will be accepted.

CAMPUS SECURITY

812.000 Campus Security - Organization (PC 5-16-72)

There are three main functional areas:

Investigation
Security
Parking Control

813.000 Security Regulations - Advertising in Cars (L 71-86)

The campus has the authority to control signs placed on the inside of automobile windows legally parked or driven around the campus advertising an off-campus activity.

814.000 Police Practices

See UPS 330.234

TRAVEL

815.000 Policy for the Allocation of Travel Funds

See UPS 100.210

815.100 Principles

See UPS 100.210:2

815.101 Professional Travel

See UPS 100.210:3A

815.102 Recruitment Travel

See UPS 100.210:3B

815.103 Initial Department-Level Disbursement Planning

See UPS 100.210:4

815.104 Summer Travel

See UPS 100.210:7

816.000 Travel Requests

Each employee anticipating a trip, except where travel occurs within one day and no expense to the University is incurred other than the use of a State car, should prepare a Faculty and Staff Trip Request in quadruplicate, five copies if one is required to reserve a State car. These forms may be obtained from the Accounting Office and should be prepared whether or not there will be an expenditure of University funds.

The trip request is to be submitted to the responsible Department Chairman or Supervisor, then to the Dean or Department Head and finally to the Accounting Office.

The original and one copy of the Trip Request will remain with the Accounting Office and the approved copies will be returned to the Dean's Office of the submitting department or to the Supervisor, whichever applies. The Accounting Office will encumber the amount of money shown as the maximum approved and will make payment up to this amount when the travel claim is processed. Should an additional amount be claimed due to unforeseen circumstances, a revised request must be prepared and approved before payment can be made.

816.100 Travel Privileges for Part-Time Faculty

Since part-time faculty are "legal employees of the State", they may travel on State funds.

816.101 Travel Advance

If a travel advance is needed, the amount of money and date needed must be clearly indicated on the trip request. The Accounting Office will then issue a check for the requested funds and notify the department secretary when the check is ready to be picked up. There are two conditions for granting a travel request:

1. A documental travel claim will be filed within thirty days of the completion of the trip.

2. The amount of advance payment in excess of the claim will be submitted with the completed travel claim.

816.102 Reimbursement Rates

Refer to the current edition of the Travel Handbook for the reimbursement rates for the use of a privately owned vehicle.

817.000 In-State Travel

The University has a specific budget allotment to reimburse members of the faculty and staff who must travel on University-related business. Travel by members of the faculty must be approved in advance by the Dean, Department Chair, and Accounting Officer, except where there is no cost to the University.

818.000 Out-of-State Travel (AP:71-80)

All travel outside the boundaries of the State of California must be approved in advance by the University. A request for such approval should be submitted to the Vice President, Academic Affairs 14 days in advance of the anticipated trip. Exceptions to this time limit may be made for emergencies only.

Approval may be given to requests for out-of-state travel in the following categories:

a. A trip certified by the President or his designee to be essential to the normal operation of the University.

b. A trip to a meeting of a professional association or society to deliver a paper, to serve on a panel, or to fulfill obligations as an officer in the association or society.

c. A trip having as its primary purpose the recruitment of faculty or administrative personnel.

Should an approved trip be cancelled, notify the Accounting Office by memo and return all monies advanced by the University. Airline tickets should be returned to the travel agency from which they were obtained.

819.000 Use of State Owned Vehicles

The underlying principle governing the use of State vehicles is that they be used only in the conduct of State business.

The Security Office will honor requests for vehicle use on a first call-first serve basis. The person telephoning the request for vehicle use will be informed: (a) they have a reservation, or (b) their request has been placed on the "stand-by" list.

When and as reservations are cancelled, the "stand-by" request will also be honored on the same first call-first serve basis.

Persons holding reservations which they no longer require, are urged to notify Security as soon as possible in order that the vehicle reserved for them can be re-assigned to the employee at the top of the "stand-by" list.

State regulations require that all operators of State owned motor vehicles be employees of the State and that they possess a valid California Driver's License. Student Assistants and Graduate Assistants are employees under these regulations.

819.101 State Pool Car

Arrangements for picking up a State pool car from a State garage are made by the respective department secretaries through the dispatcher in various locations.

A charge card must be obtained from the Accounting Office and must be presented at the time the vehicle is picked up. A listing of the lease-line numbers and addresses of the State garages appears in the Travel Handbook.

819.102 Work-Study Students as Drivers of State Vehicles (L-71-1960)

Work-Study students may drive State vehicles. Such vehicle operation must be a part of the Work Study employee's assigned duties.

819.103 State Cars - Use by Auxiliary Organizations (-65-114)

A state campus may not loan or lease State cars to an auxiliary organization. See also: Government Code Section 13950.

819.104 Use of State Owned Vehicles - Accidents (Memo Business Manager, 11-2-70)

All accidents involving either: 1) personal injury or 2) property damage, must be reported immediately to the Employers Liability Corporation, Ltd., and the Highway

Patrol or local police. The phone numbers of the insurance company are listed on Form 269 located in the glove compartment of each State vehicle. The campus Business Manager should be informed of any accident within 48 hours after the accident to protect both the individual and the State.

819.105 Use of State-Owned Vehicles - Breakdowns and Emergency Repairs (Memo Business Manager 11-2-70)

In the glove compartment of each State owned car is a list of local State garages which may be called for assistance. If unable to contact one of these garages, it is permissible to employ the towing and repair facilities of any local dealer handling the make of vehicle requiring service. However, repairs over $50 must have the advance approval of the local inspector of automative equipment. This number is listed in the glove compartment of each State owned vehicle.

819.106 Privately Owned Vehicles on Authorized State Business (Memo, Business Manager 11-2-70)

For accidents, follow the procedures required by State Vehicle Codes and your insurance carrier. The State makes no provision for reimbursement of monies expended for any repairs other than those involving collision or accidental damage.

820.000 Liability of State Employees Transporting Students in State Cars (64-78)

So long as State purposes are served, there is no prohibition on transporting California State University students in State motor vehicles. The transporting of students in State-owned motor vehicles is not subject to any special regulation as long as:

1) The vehicle used does not fall within the liberal definition of "school bus".

2) Such transportation must be reasonably necessary, or advance State University purposes.

3) A vehicle load limit of six passengers plus the driver.

Though "sovereign immunity" would not bar State liability to students injured while being transported in State cars, with certain exceptions, public employees sued for negligent operation or dispatch of State-owned motor vehicles are entitled to have judgments rendered against them paid by the State. (See Fieldtrips, Section 734.000).

821.000 Transportation Expenses of Applicants Called for Interview (Board of Control, Section 719)

The applicant must have been called for interview regarding a position in a classification for which it has been certified that such expenditure is necessary in order to recruit qualified persons needed by the State or by the California State University and Colleges.

In the case of applicants for employment by the Trustees of the California State University and Colleges, the required certification must be made by the Trustees. In the case of any other applicant, the certification must be made by the appointing power and the State Personnel Board.

Reimbursement of actual transportation expenses will be allowed in an amount not to exceed one round trip air coach fare, plus applicable tax thereon, between the place from which the applicant was called and the place where the interview is held. However, if an applicant is called from outside the boundaries of the United States, reimbursement shall apply only to that portion of the fare for travel within the United States. (See also Sections 202.101 and 202.102)

822.000 Travel Handbook

The Accounting Office publishes a handbook which provides a thorough explanation of the use of travel funds plus samples of all necessary forms.

PARKING

823.000 Campus Parking Fees (T5:42201)

Parking fees established by the Trustees and Director of General Services. Proportionate charges shall be made for lesser periods or occasional use of parking areas.

823.100 Parking Fees - Payment by BankAmericard

Faculty and staff may use a BankAmericard to pay parking fees.

824.000 Parking Lot Card Keys

Parking lot card keys are sold at the cashier's window located on the first floor of the Administration/Business Administration Building. As established by the Trustees of the California State University and Colleges, the parking fee for fall and spring semesters is $15 each and $6 for each of the two summer sessions. Faculty may elect to pay the 25 cents required each exit in lieu of purchasing a card key.

824.100 Forgery of Card Keys (L67-87)

The use of counterfeit card keys probably constitutes the felony criminal offense of forgery (Penal Code 470) as well as a violation of campus parking regulations in Title 5 of the California Administrative Code, the violation of which is a misdemeanor. See also, T5:42200-01 and EC:23604.1.

825.000 Pedestrian Traffic, Motor Vehicle Traffic and Parking Regulations

These items are thoroughly discussed in a pamphlet published by the campus police and is available upon request to anyone. Each employee should procure a copy of this pamphlet and familiarize himself with

the rules and regulations contained therein.

825.100 Some General Rules with Regard to Parking

No vehicle may be left in the parking lot overnight without special permission. No faculty, staff or student shall park in a parking space designated as "visitor". Cars must be parked facing into the stalls. The responsibility of finding legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.

826.000 Special Medical Parking

Such parking is intended for paraplegics or others who in the opinion of any Health Center physician should be granted parking privileges along the curb of the inner campus drives in areas designated "Medical Permit Parking Only." Persons granted this privilege are required to purchase a current card key each semester and summer session they exercise this privilege. It is the responsibility of the holder of the decal to advise the Security Office each semester and/or summer session of the serial number shown on the current card key which the holder of the decal has purchased.

"Special Medical" decals, which do not need to be renewed, are intended for Health Center physicians and for those students, faculty or staff who in the opinion of any Student Health Center physician should be granted the privilege of parking in the area designated "Special Medical Parking Only," which is located along the east perimeter within Faculty and Staff Lot D. The holder of this decal has not been granted the privilege of parking along the curb of the inner campus drives in areas designated "Medical Permit Parking Only."

Personnel or students with temporary disabilities (for this purpose defined as a disability of an expected duration less than six months) may be issued temporary window permits granting appropriate parking privileges as determined by a SHC physician, subject to the same terms and conditions as set forth above.

827.000 Visitors

Visitor parking is provided in front of the Letters and Science Building and the Administration/Business Administration Building. These spaces are limited to parking for 30 minutes or less, unless a parking permit is obtained.

827.100 Miscellaneous Parking Permits

Permits to park longer than 30 minutes may be obtained from the Information Desk or from the Campus Police Office. Long-term permits are obtainable only from the Campus Police Office.

828.000 Bicycle Racks

Bicycle racks are provided near both permanent and temporary buildings. Bicycles are not allowed on campus walks. Bicycles parked in areas

other than the approved racks will be removed and placed in the custody of the Campus Police.

USE OF STATE UNIVERSITY BUILDINGS AND GROUNDS

829.000 Use of California State University and Colleges Buildings and Grounds (T5:42350-54)

The soliciting, selling, exposing for sale, or offering to sell of any goods, articles, wares, services or merchandise of any nature, on a campus is prohibited except by written permission of the President of that campus, or his designee.

829.100 Public Meetings, Performances, Rallies and Similar Public Events (T5:42353)

The President or his designee may restrict the use of state university or college buildings and grounds for public meetings, performances, rallies and similar public events to those public meetings, performances, rallies and similar public events.

829.101 Control of Assignments

The Director of Academic Staffing Services maintains control over classroom assignments for regularly scheduled classes. Classrooms may be used for other approved purposes (extension classes, conferences) and for extra-curricular functions related to the University program. Such room assignments are made by the Office of Public Affairs.

829.102 Request for Reservation

Those desiring to reserve a room (other than for a regular class) should submit the request at least 48 hours in advance of the desired meeting date to the Public Affairs Office.

829.103 Charges

Certain facilities are available for use by approved non-profit organizations. Rates and other information can be obtained from the Office of the Business Manager.

830.000 Property, Recreational Use of (L-69-1055)

Since the primary purpose of the University relates to instruction and facilities must be maintained so as to meet the requirements for such instruction, it follows that the campus President is clearly justified in preferring the instructional use whenever scheduling conflicts occur between an instruction and a non-instruction use.

831.000 Building Security

Every faculty and staff member should be certain that doors are locked when leaving an office, specialized classroom, laboratory or other specialized area unattended.

831.100 Security - Inspection of Parcels on Entering State Campus Buildings and Public Events (L71-1233)

Inspection by Library personnel of all briefcases, parcels and similar materials carried by those leaving the Library is legal under specified conditions. If the campus President has established a rule for search, the employee's refusal to submit to search would make him subject to discipline pursuant to subdivision (f) of Education Code Section 24306.

831.101 Keys

Keys are issued by Plant Operation upon presentation of key request forms approved by a Department Chair. Each employee must obtain and sign for keys in person.

All keys to buildings, cabinets, desks, etc., are the property of the State of California and must not be duplicated. Additional keys will be provided as necessary. Lost or stolen keys should be reported immediately to the Campus Police. Private locks may not be used on State buildings or equipment. Private locks found in use will be removed and destroyed.

At the time of separation, an employee must return all keys to the issuing office before the final salary warrant will be issued.

831.101:A Issuance of Master Keys

The issuance of master keys is handled by the Campus Police Office. All requests for master keys must be sent in written form by Department chairs to the Campus Police Office, which must approve them before keys are issued by Plant Operation.

831.102 Building Security, (Memo, Assoc. Vice Pres. Academic Admin. 12-14-7

The campus is to be closed from 10 p.m. until 7:45 a.m. on week days and from 6 p.m. Friday until 7:45 a.m. on Monday. These restrictions are necessary to maintain security and to assure adequate maintenance of the facilities. Exceptions to this rule are:

1. The University Library
2. Computer Facilities of the Administration/Business Administration Building (sign-in/sign-out procedure to be used).
3. Regularly scheduled activities, such as athletic and art events.
4. Special meetings approved by Room Reservations.
5. Individual activities by faculty and authorized students.

In the latter instance, University policy requires that students authorized to use closed facilities be prepared to present a "Student Pass" and their Driver's License to Campus Security upon request.

832.000 Smoking (UPS 330.210)

Smoking is not permitted in classrooms, library reading areas, interior corridors or stockrooms. It is permitted in offices, rest rooms, and exterior balconies except where posted.

833.000 Eating and Drinking

Food services are located in the Commons. Vending machines which dispense a limited variety of hot and cold foods and beverages are located at convenient locations throughout the campus.

Eating is not permitted in offices which are visibly connected with a public area.

834.000 Damage

Damage or defects in buildings and equipment should be reported immediately to Plant Operation.

835.000 Alterations

Normal requests for alterations to space previously assigned to a department should be submitted to Plant Operation on a regular work order form. Departmental requests for additional space and alteration thereto should be submitted to the Space Allocation Committee.

Changes involving considerable expense or any major change in utilization should be reviewed by the Office of Facility Planning and submitted to the Space Allocation Committee or the Campus Planning Committee, depending on the nature of the change.

Alterations estimated to cost more than $1,000 must be anticipated in the budget and should be requested at the time of the budget call.

835.100 Decorative Painting Policy (PC 11-30-71)

Written requests regarding private offices, special purpose rooms and laboratories require the approval of the related Department and the Office of Facility Planning and Operations.

The Campus Planning Committee will decide in the event of split decision. Written requests regarding public and administrative areas shall require the approval of the Office of Facility Planning and Operations and the Campus Planning Committee. Written requests regarding exterior areas will require the approval of the Office of Facility Planning and Operations, the Campus Planning Committee, the Chancellors Office, etc.

836.000 Work Orders

Requests to have furniture moved, special custodial services, building repairs, and the like, are submitted to Plant Operation on a work order form. This form must be signed by the Department Chair. Emergency needs should be reported directly to the Plant Operation Department.

836.100 Operation FIXIT

A system designed to speed the repair of minor maintenance problems. The special extension number is 3494 (the first four letters of FIXIT). The number can be dialed 24 hours a day from any phone extension on campus, with a recording telling the caller exactly how to record his complaint. The tape is reviewed each day to expedite repairs. This system eliminiates the preparation of a work order for minor jobs.

PROPERTY

837.000 Property Control

The supplies and equipment of the University may be used only for official University purposes. University equipment is tagged with a property number. The Property Clerk maintains a record of the location of this equipment. This record is reconciled by physical inventories. Therefore, when equipment is moved from one location to another, report the change of location to the Property Clerk.

Equipment may not be removed unless it is necessary for the execution of University responsibilities to remove equipment from the campus, and a property custody receipt must be completed and sent to the Property Clerk.

837.100 Notifying Property Control of Location of State Property
(Memo, Procurement Officer, 10-28-72)

Upon receiving any items of state property, each department should notify Property Control as soon as possible of the ultimate location of the property item, so that property records can be kept current at all times.

When items are moved to a new location on a permanent basis, a request for equipment transfer should be completed by the department and forwarded to the Property Department at the time of the transfer.

837.101 Equipment Pepair Service (Secretary Handbook, Exhibit 108)

Business Services will provide repair and preventative maintenance free of charge on such items as typewriters, mechancial adders, calculators, duplicators, collators, and dictation machines. For service, call Properties Equipment Repair.

TELEPHONE AND INFORMATION SERVICE

838.000 Telephone and Information Service

The University Centrex attendant may be contacted by dialing "0". Toll calls within California should be placed on the State lease line. Specific information regarding this service is published in the University Personnel Director which is issued each year.

Requests for additional lines or instruments or relocation of telephones, reports of service failure, etc., should be directed to the Centrex attendant. Changes in office location should be reported immediately to that office. Requests for changes may not be made directly to the Telephone Company.

838.100 Telegram and Telephone Billings for Private Usage (AAC 3-6-72)

The use of telephone and telegraph services for private purposes is contrary to the State policy and that when charges are incurred under these circumstances, the individual will be responsible for payment.

MAIL

839.000 Campus Mail

Incoming campus mail is delivered to the various schools, divisions or department offices at regular intervals during the day. The mail is distributed within the various offices by the secretary. The Campus Mail Service may not be used for the return of library books.

Outgoing mail is picked up at the same time deliveries are made for incoming mail. Mail brought to the mailroom after 5 p.m. will be sent the following work day unless special advance arrangements have been made. Intra-campus communications should be mailed in the State of California messenger service envelope. These envelopes are available from the University storeroom. All campus mail should include the name of the addressee and the department in which he is

located. All mass distribution of announcements, news releases, etc., must be cleared with the Public Information Officer before being processed through the University mail service.

839.100 Courier Service to the Chancellor's Office

Courier service between the Chancellor's Office and the campus is available for general use. The terminal point on the campus is located in the Computer Center. Call the Computer Center for information regarding the nature of items which may be sent via the courier and the time of pickup and delivery.

839.101 U. S. Post Office Mail Collection Box

A U. S. Post Office mailbox is located on the south side of the Business Administration building. the collection times are as follows:

Monday - Friday	10 a.m. and 5:20 p.m.
Saturday	10 a.m. and 5:10 p.m.
Sunday	4:20 p.m.

FEES

840.000 Lecture Fees (Memo: University Accounting Officer, 3-7-72)

To compensate a guest lecturer, the department must fill out and submit in triplicate the Lecture Fee Invoice Form. Invoices are to be sent to the Accounting Office two days prior to the lecture if the speaker wishes to pick up the check on that date. The speaker may sign the invoices when receiving the check. The maximum authorized lecture fee is $150.

841.000 Establishment of Miscellaneous Fees (Exec. Order #142)

The Vice President of Academic Affairs has the authority to establish miscellaneous fees not to exceed $10.

842.000 Withholding of Services from Students for Non-Payment of Debts Owed to the University (Exec. Order #145)

The campus President, or his designee, is authorized to withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above, from any person owing a debt to the campus. (See also section 765.100).

LITERARY MATERIALS

843.000 Use of State Copying and Duplicating Equipment (Memo, Business Manager, 2-8-71)

In accordance with Business Affairs letter, BA 71-1, State owned and State leased copying and duplicating equipment may only be used for official State business, with two exceptions. The exceptions are that it may be used for University Foundation and Associated Students business provided these organizations reimburse the University for the cost of the services rendered. (See Section 805.000).

844.000 Payment of Publication Costs in Professional Journals (Memo, Business Manager, 5-7-71)

Page charges and reprint charges for articles published in professional journals by California State University, Fullerton full-time faculty and professional staff personnel may be paid by the University from operating expense funds of the department to which the author is assigned if the articles are used to support the instructional program of the campus and if the department chair or department head approves the expenditure.

845.000 Literary Property - Laboratory Write-Ups, The Sale of (L-70-2275)

With respect to the creations of faculty members, the faculty members themselves rather than the campus own the common law copyright in the materials despite the fact that these materials may have been developed with the campus. Faculty are free to have these materials printed at private expense and sold in the campus bookstore. No legal difficulty with requiring these materials to be used by their students. If profits go to a foundation account for use by the department for various departmental purposes, there would appear to be no conflict of interest.

846.000 Charges for State University Publications (PC 5-2-67)

The Board of Trustees has authorized the Chancellor to establish and change wholesale and retail prices to be charged and collected for all State University publications, including but not limited to, State University catalogs. The Chancellor is also authorized to specify.

847.000 Selling of Publications on Campus (T5:42351)

If a publication is to be sold on the campus, it should be sold in the campus bookstore, however, the campus President has the authority to permit and regulate the personal selling of any published materials on the campus provided that such materials are not available for sale at the bookstore.

LIABILITY

848.000 Liability and Insurance for Property Loaned to the University (Memo: Business Manager, 1-16-73)

Protection against loss of damage to any property loaned to the University is available. However, unless the proper procedures are followed, the individual borrowing the property may be exposed to personal liability. Thus, by following proper procedure, protection is afforded both the property owner and the borrower.

849.000 Campus Liability - Dogs (L 69-1123)

The campus President may adopt rules concerning animals on campus, violation of which would subject a student to expulsion, suspension or probation. (T5:41301(e)).

The owner of property is not liable for injury to a person on that property by a dog not owned or harbored by the owner or occupant unless it is shown that the owner or occupant permitted a vicious dog to remain on the premises knowing that the dog was vicious.

849.101 Dogs on Campus (President's Cabinet Meeting 502-72)

Dogs may not be brought onto campus except when:

1. Secured to a leash or chain no more than six feet long, the other end of which is retained by a person.

2. Securely confined in a vehicle.

Dogs may not be tethered on campus. Exceptions:

1. Seeing-eye dogs serving their owners.

2. Animals involved in authorized research.

3. Special circumstances.

850.000 Liability and Use of State-Owned Vehicles

See Fieldtrips, section 734.000 and Transporting of Students, section 820.000.

LOST/FOUND

851.000 Missing, Lost, Stolen, or Destroyed State Owned Property (memo, Business Manager, 11-2-70)

Immediately after the discovery of the loss of State property, the person discovering the loss must notify the State University Security Office by telephone, followed by a memo with a copy to the University Business Manager and another copy to the Property Control Clerk.

The State is uninsured and provides no special funding to replace State owned property which is either missing, lost, stolen or destroyed. Replacement of the State owned property can only be accomplished by the affected department purchasing the replacement equipment with its existing or future equipment funds.

851.100 Lost and Found (Memo: Business Manager, 11-2-70)

There are two Lost and Found stations; one located in the Associated Students Business Office and another located at the Circulation Desk in the Library. Items will be retained at the Lost and Found until either claimed by the owner or placed in storage by the security office. Items stored at least six months by Security will be offered for sale at public auction with the funds received from this auction used for scholarship loans to students enrolled at California State University, Fullerton.

FLAG POLICY

852.000 Flag Policy

The on-campus Flag will be lowered for deaths of national or state significance only. The President's office will notify security personnel when the Flag is to fly at half-mast.

HEALTH AND SAFETY

853.000 Emergency Procedures

In case of fire or other emergency, dial the Campus Police on Extension 3333; report the emergency. The Fullerton City Police and Fire Department or an ambulance can be reached by dialing "9" then "0".

854.000 Emergency Medical Service

The Health Center is available for first aid treatment of employees who become ill or are injured on the job during regularly scheduled work hours. However, an injured employee may report immediately to his own doctor or to a local hospital or industrial clinic. When an employee is injured on the job, he or his supervisor has the responsibility for submitting a report of accident to the Business Manager's Office, and the Personnel Office within 24 hours in the event that the State may be liable or a workmen's compensation report is necessary.

855.000 Report of Accident

All accidents must be reported whether or not a claim is to be processed.

855.100 Accidents which involve University employees while on duty should be reported to the Health Center and to the Business Manager within 24 hours on the Report of Accident form.

855.101 Accidents which involve students should be reported to the Health Center.

855.102 Accidents resulting from the operation of University motor vehicles or privately-owned motor vehicles while driven on official State business should be reported on form 270, Report of Automobile Accident and submitted to the Business Manager within 24 hours.

855.103 Accidents and occurrences involving a member of the public or involving private property which happen on State property or which involve State employees or State equipment should be reported within 24 hours to the Business Manager.

855.104 Litigation - In the event of litigation not involving liability insurance, present all material facts to the Attorney General's Office. One copy of such communications will be sent to the Department of Finance, Insurance Officer.

In answering inquiries by the public conerning the method which may be used to initiate action against the State, agencies will use standard form 275, Damage Claims Against the State of California. These are available from the Office of the Business Manager.

855.104:A Notice to Attorney General When Subpoenaed

An employee, subpoenaed to attend a Coroner's inquest concerning accidental death caused by actions of a State employee, must notify the Business Manager, who will inform the Attorney General.

856.000 Employee Safety and Welfare Procedural Guidelines (Memo: President Shields, 5-4-70)

Copies of these guidelines may be obtained from the Personnel Office.

856.100 A disaster plan for the University has been prepared and shelter areas have been designated in permanent buildings.